User's Manual

for

Automated Systems Approach to Training (ASAT)

Version 4.43

Produced by:
Unite States Army Training Information Systems Directorate (ATISD)
Fort Eustis, Virginia

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CHAPTER 1

OVERVIEW OF ASAT

Automated Systems Approach to Training (ASAT) provides the capability to develop, produce, and manage doctrine and training information and products. ASAT provides the foundational information for the Standard Army Training System (SATS), the Automated Instructional Management System-Personal Computer (AIMS-PC), and the Reimer Digital Library (RDL). This integration across these major systems and all axis's of ATIA provides for real-time, doctrine and task based information shared from proponent to unit to any customer worldwide. The software outputs standardized products like Field Manuals, Mission Training Plans, Drill Books, and Soldier Training Publications as well as produces unlimited ad hoc outputs like task analysis matrices and FORCE XXI Training Strategies. ASAT also provides an electronic staffing capability using the aspects of its relational database to set forth leading edge technology for use in the building of the application's functionality.

ASAT continues to evolve and improve with each new version. The ASAT Team has incorporated many of the suggestions received from our users and have attended to some minor program enhancements as well as improved ASAT's performance. The items described below are some of the changes in this latest version of ASAT 4.43. Visit the ASAT Web Site at http://www.asat.army.mil for the release notes that describe all of the changes for ASAT Version 4.43.

For complete information on all the changes in ASAT version 4.43, see the ASAT website for the release documentation.

Other 4.42 Noteworthy Features -

- Updated Online Help.
- Updated ASAT Online User Manual with improved graphics. Downloadable from our website in PDF format.

In order to get a copy of ASAT, a password is required to download it from the ASAT Homepage. All ASAT POCs will be sent a separate e-mail containing the password.

The ASAT team will continue to maintain the ASAT 4.42 program until such time as the program is no longer required for data input. When that cutoff date is decided, all ASAT information will be ported to the new system, the ATIA-M.

If however, you find there are problems which will impact on the continued use of ASAT, please contact us by e-mail at: mailto://asat.army.mil and provide that information. To find continuing information and updates on the development of ATIA-M please check the ASAT Home Page at http://www.asat.army.mil.

Please forward all comments, recommendations, and system problems by email to: PM ASAT at asat@atsc.army.mil.

Document Overview and Conventions -

This manual contains detailed information about the functionality of ASAT. In order to provide consistent explanations of ASAT functions, certain conventions and standards are used throughout this user manual. The standard conventions used for this Software User Manual are as follows:

Window and Dialog Box Names	The names of windows and dialog boxes within the ASAT system are indicated in an italic font: *ASAT Power Panel*
Push Buttons	The names of buttons in the system are indicated in a bold font: Cancel
Field Names	The names of fields located on a window are indicated in a bold font: Task Id:
Screen Text	Normal text that appears on screen is printed in a different font, as shown below: RTF Report Completed.
Keyboard Shortcuts	Keyboard shortcuts for commands within ASAT are indicated by brackets around the key to be pushed and a bold font: **[Page Up]** If two or more keys are to be pressed simultaneously, this is indicated with a plus sign between the two or more keys. **[Ctrl + N]** If two or more keys are to be pressed in succession, this is indicated with a comma placed between the two or more keys: **[Shift + K], [Enter]**

CHAPTER 2

INTRODUCTION TO ASAT FEATURES

Before you begin working with the ASAT program, you should be familiar with basic ASAT features. ASAT uses standard window conventions, with menu options, as well as the tool bars that are described in Chapter 9, ASAT Features In-Depth.

If you are unfamiliar with ASAT, please take some time to review sections 2.1 through 2.12. These sections provide a general overview of the ASAT screens, how to recognize them, and their use. For details on the ASAT features, refer to Chapter 9, ASAT Features In-Depth.

The major features and their corresponding section numbers covered in this chapter are as follows:

	Section No.
• Power Panel	2.1
• Menus and Toolbars	2.2
• Quick Access	2.3
• Filters	2.4
• Grids	2.5
• Tab Folders	2.6
• Outline Editor	2.7
• Online Help	2.8
• Calendar	2.9
• Wizards	2.10
• RTF Edit Window and RTF Edit Tab	2.11
• Import/Export ASAT Data	2.12

The following diagram (Figure 2-1) graphically shows how the features explained in this section relate to one another from within the ASAT application.

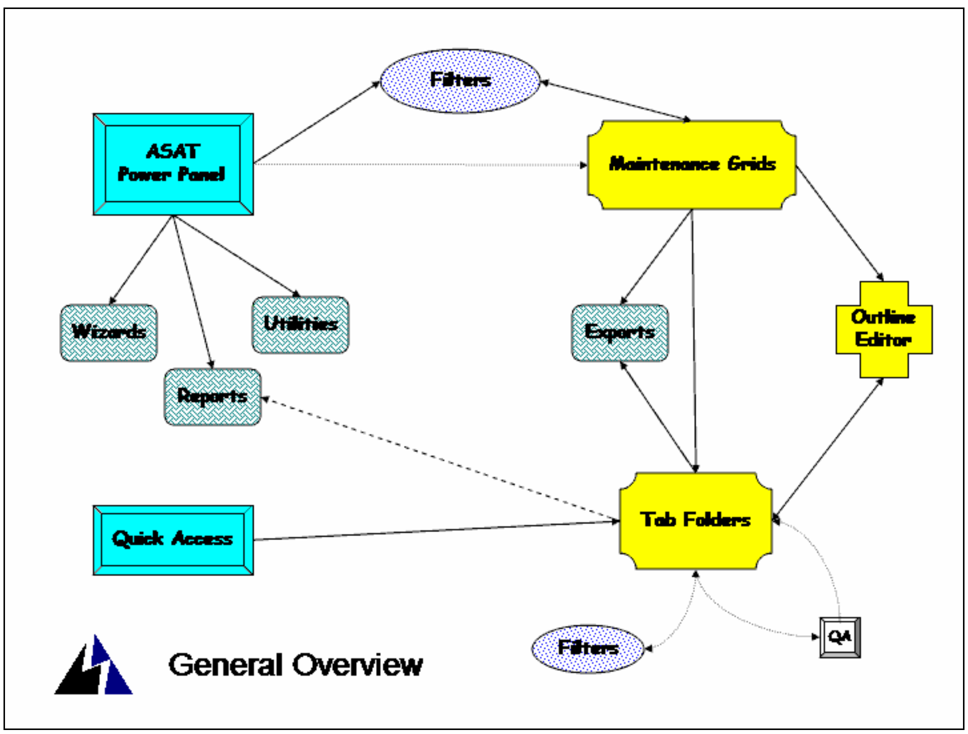


Figure 2-1: ASAT General Overview

2.1 Power Panel

The ASAT Power Panel (Figure 2-2) is the master menu for ASAT. It appears as a window with two sections. The left side with gray background displays tabs, which each represent one of the major functional Modules of ASAT. The right side with white background displays menu choices corresponding to the tab selected on the left. The **System Admin** tab displays ONLY for users with System Administration access rights.

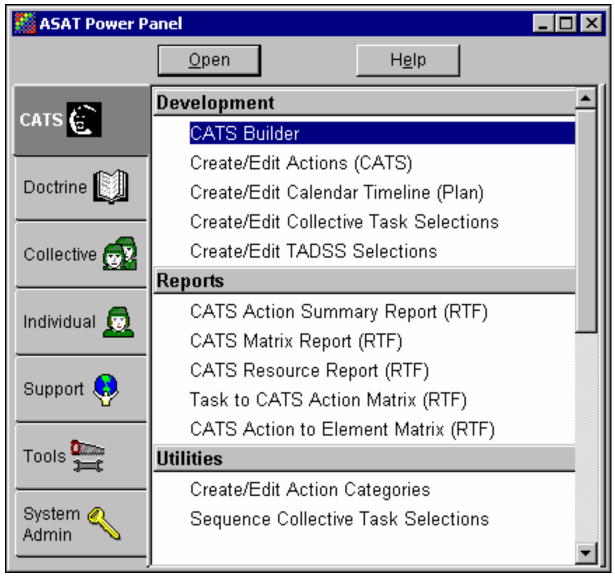


Figure 2-2: ASAT Power Panel

- **Selecting an ASAT Module**

To select an ASAT Module, click on one of the Module tabs on the left side of the power panel window. When a Module is selected, the Module tab turns dark and displays the menu choices accessible for that Module on the right side. The menu choices available within a Module tab are grouped into categories.

> ***Note:*** *Figure 2-2 shows the* ***CATS*** *Module selected with menu choices grouped into Development, Reports, and Utilities.*

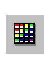
If a vertical scroll bar displays on the right side of the Power Panel, click on the vertical scrollbar down-arrow to display additional menu choices.

- **Selecting a Menu Option**

Click once to highlight the menu option then click the **Open** button, or double-click on the highlighted menu option.

> ***Note:*** *If a user is not given access rights to an ASAT Module, the menu option area will be blank.*

- **Accessing the Power Panel**

The **Power Panel** toolbar button  is available on every window in ASAT and can be used to return to the Power Panel from another window. The Power Panel is also accessed through the **File** menu and then by choosing the **Power Panel** option.

2.2 Menus and Toolbars

ASAT follows standard Windows conventions. All screens include a menu bar that contains pull-down menus that list ASAT commands for **File**, **Edit**, **View**, **Data**, **Window**, and **Help**. Shortcut keys are listed beside the menu commands where applicable.

Beneath each menu bar is a toolbar that contains buttons for the most frequently used ASAT commands on that screen.

Shortcut menus activated by a right mouse click are also available on most screens.

See Chapter 9 for more detailed information on the menus and toolbars.

2.3 Quick Access

Quick Access allows the user to quickly access a task, product, Program Directive (PD), or Field Manual (FM) without having to go through the Power Panel and grid window (spreadsheet). The list displays the IDs of the last ten Field Manuals, Program Directives, Collective, Drills, Individual, Lesson Plans, or Products last <u>edited</u> by the user.

> ***Note:*** *By default, Quick Access goes to the tab folder for the selected ID. To bypass the tab folders and go directly to the Outline Editor for a selected Field Manual, Task, or Product; click the box to the left of the word* ***Outline*** *in the lower right-hand corner of the window* <u>*before*</u> *clicking on the* ***Select*** *button. Quick Access is accessible from all ASAT windows by selecting menu option* ***File*** *and then choosing* ***Quick Access*** *or the* ***Quick Access*** *toolbar button*  *. See section 9.1.2, Quick Access, for more information.*

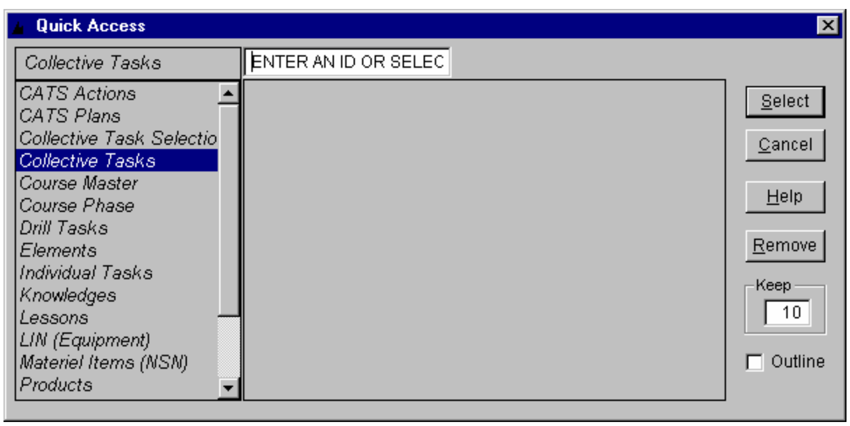


Figure 2-3: Quick Access Window

2.4 Filters

Several filter windows are provided in ASAT for the following purposes:

- For convenience when editing data. Smaller sets of data are more manageable.
- To limit the amount of data retrieved from the database server. ASAT and the network will perform better with smaller amounts of data.
- For convenience when linking data. The filters can limit the data to the specific set of records that are going to be linked.

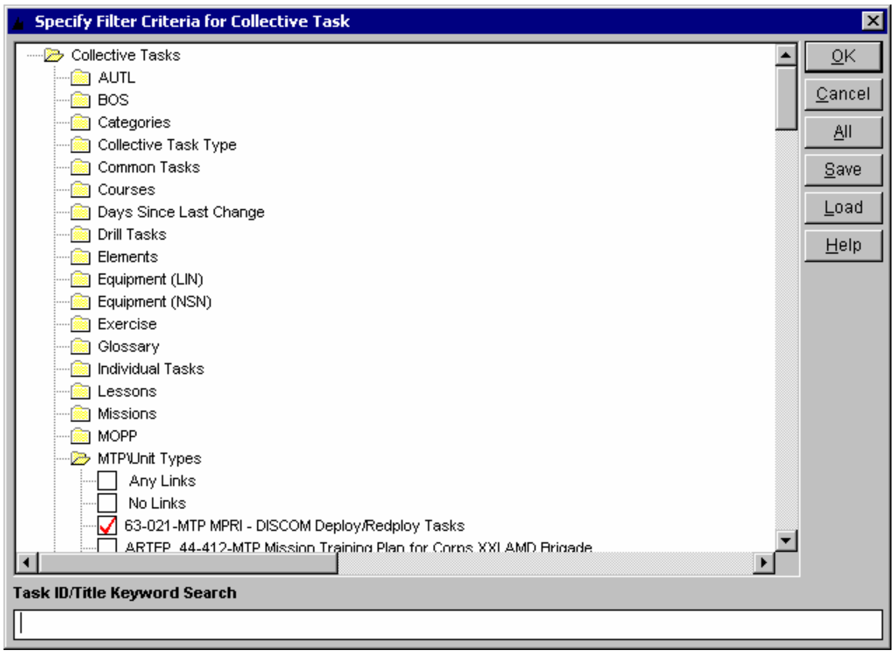


Figure 2-4: ASAT Filter Screen

See section 9.2, Filters, for more information.

2.5 Grids

Selecting most options from the Power Panel causes the data for that option to be displayed in a grid data view after being given the opportunity to filter the information. This view, shown in Figure 2-5, is similar to a spreadsheet in that data is displayed in rows and columns with separating grid lines.

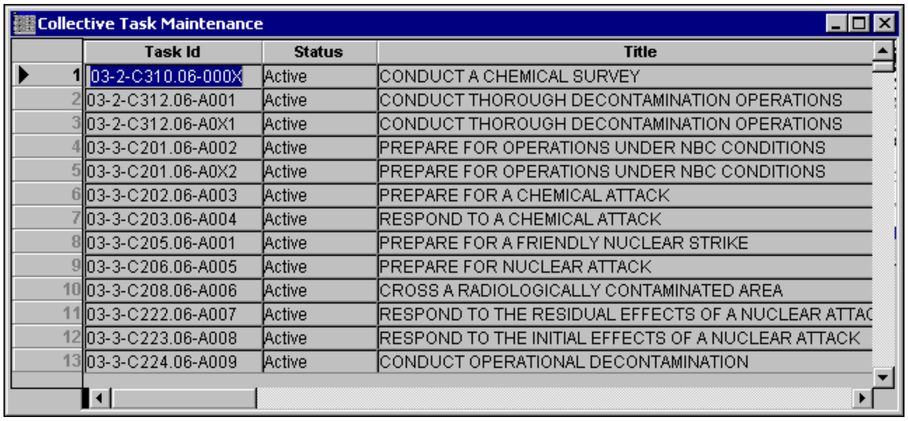


Figure 2-5: ASAT Grid

Each row is a record, while the columns consist of the fields visible for that record. Depending on the type of data being viewed, some fields will not be visible from the grid such as linked data, block data, or information entered using the Outline Editor (tasks steps or field manual paragraphs.)

Data in a grid can also be viewed in a grid/detail view shown as follows. This selection is made by choosing **View** from the ASAT menu and then by selecting the **View Records/Detail** option. The top portion of the window is a standard grid view. The bottom portion is a view of fields for the current record only in a detail style. This allows the user to view all the data for the current record without having to scroll the window left and right.

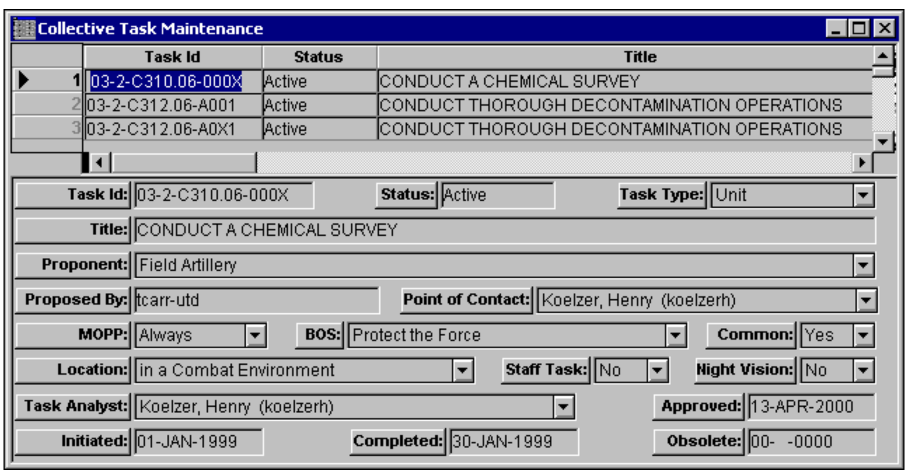
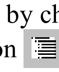


Figure 2-6: ASAT Grid/Detail View

- **Functions Performed on the Grid**

Data in grids (or the detail portion of the grid/detail view) is normally read-only, signified by the black on gray color of all the column data. With the appropriate access rights; records may be edited, copied, added, or deleted while on the grid.

On the grid, a record can be selected and more information accessed by choosing the **Data** menu and then selecting the **Related Data** option, or by clicking the toolbar button . This action brings up the tab folder described in the next section. Additional information can also be obtained by choosing the **Data** menu and selecting the **Outline Editor** option, or by clicking the **Outline Editor** toolbar button .

See section 9.3, Grids, for more information.

2.6 Tab Folders

A Tab Folder view can be accessed by making a selection from a grid, by using **Quick Access**, or from many picklist linked data tabs. It mimics the appearance of a tabbed file folder. It allows the user to link or associate data with a record or access all the data associated with a record. This methodology is used because of the large amount of data associated with ASAT records. Only one tab can be visible at a time. The following example shows the Collective Task Development tabs:

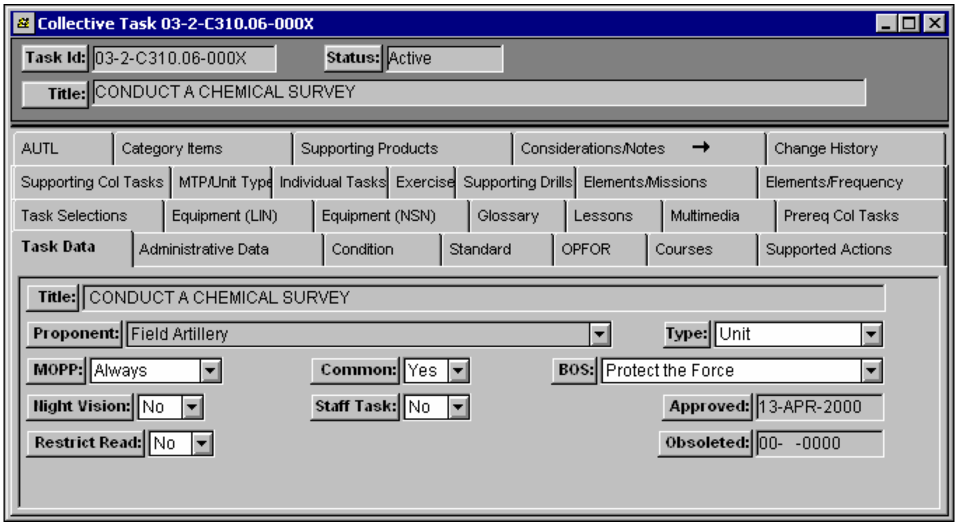


Figure 2-7: ASAT Collective Task Tab Folder

The top portion of the Tab Folder window, the header, cannot be edited and remains constant regardless of the selected tab. It contains pertinent information about the record being viewed/edited such as the ID and the title.

Although the tab folder view is by default editable, it will be read-only if the user does not have appropriate system privileges or another user is already editing the same record. "(Read Only)" will display in the screen title bar.

See section 9.4, Tab Folders, for more information.

2.7 Outline Editor

The Outline Editor is the tool used to perform most of the word-processing type development work in ASAT such as Field Manual sections, chapters, and paragraphs as well as task steps and performance measures. The outliner provides a method for easily rearranging information while maintaining a hierarchical format and linked information.

- **Accessing the Outline Editor**

The Outline editor is accessible from the grid or the tab folder view by selecting the **Data** menu and choosing the **Outline Editor** option or by selecting the **Outline Editor** toolbar button . The selection can also be made by choosing **Quick Access** from the **File** menu and then by clicking in the **Outline** box.

The following screen shows the development of a Collective Task Training and Evaluation Outline (T&EO) using the Outline Editor.

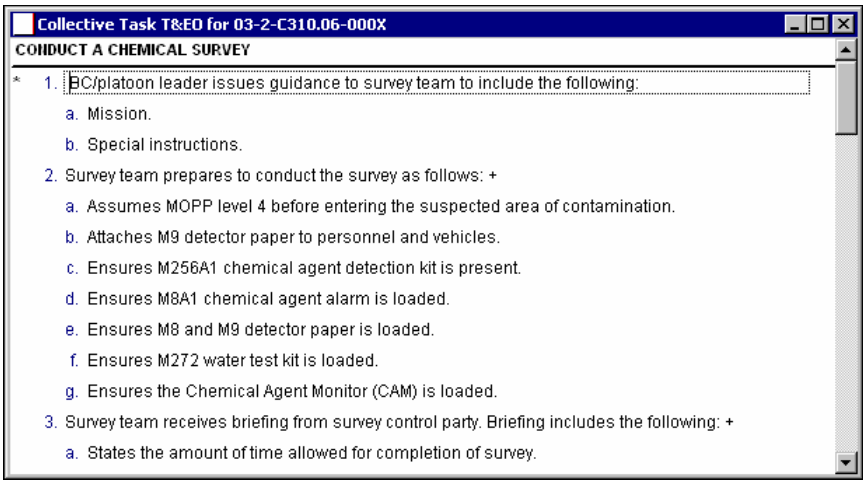


Figure 2-8: Outline Editor Screen

2.8 Online HELP

The **Online Help** menu (Figure 2-9) is available on the menu bar throughout ASAT to provide online assistance to the ASAT user. Where applicable, **Help** buttons are also provided on the screen to access current screen help.

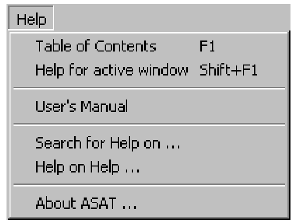


Figure 2-9: ASAT Online Help Menu

Field	Explanation
Table of Contents	Provides access to the Help table of contents, which includes topics such as General ASAT Information (ASAT Overview, Frequently Asked Questions, New Features) and links to lead-in topics for each of the Modules of ASAT. **[F1]**
Help for active window	Displays help for the current window. **[Shift+F1]**
User's Manual	Displays the ASAT User's Manual. This feature is enabled after a copy of the ASAT User Manual is downloaded from the ASAT Website. Check with your System Administrator if this feature is not activated on your PC.
Search for Help on	Displays a list of help topics arranged alphabetically by keywords.
Help on Help	Provides access to the Windows help file.
About ASAT	Displays a window identifying the ASAT Release Number, the Database Version, and the Site identification of the currently loaded ASAT along with the ASAT Homepage address.

2.9 Calendar

To assist in filling in date fields, ASAT includes an optional calendar that is accessed by double-left-clicking in a date field. The default calendar setting is the current date. The single-arrow buttons change the month. The double-arrow buttons increase or decrease the year.

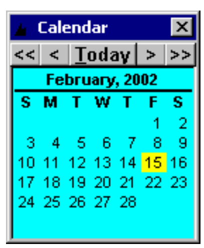


Figure 2-10: ASAT Calendar

After positioning the calendar on the desired month and year, click on the desired day of the month. To automatically enter the selected date in the date field, press the **[Enter]** key or double-click on the day. The calendar window will disappear, and the date field will be filled with the selected date.

2.10 Wizards

The ASAT Wizard is a device designed to make creating and editing ASAT products and information a much simpler task. For example, the **Mission Training Plan (MTP) Wizard** will take you step-by-step through most of the decision-making and linking processes to create an MTP instead of having to go to the tab folders to do extensive linking.

- **Wizard Edit Options**

From the first wizard screen, shown in Figure 2-11; you are presented with a list of all of the MTPs in ASAT and a choice of **Copy**, **Create**, and **Edit**.

Note: *Selecting the MTPs with links option on this screen displays only MTPs with links to tasks.*

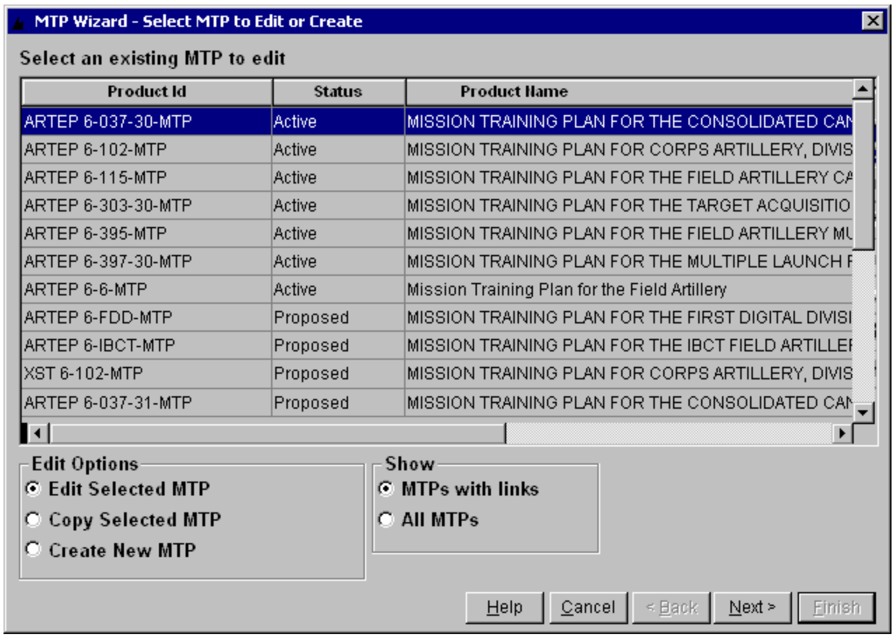


Figure 2-11: Wizard Edit Screen

In this example, **Edit** will allow you to alter an already existing MTP, **Copy** will allow you to clone an existing MTP for your purposes, and **Create** allows you to create a new MTP. There are five buttons at the bottom of each Wizard window area as follows:

Button	Explanation
Help	Opens the help information for the current wizard window.
Cancel	Exits the wizard without saving changes and returns to the Power Panel.
Back	Returns to the previous window and maintains the data on the current window.
Next	Proceeds to the next wizard window.
Finish	Saves all changes to the database, exits, and returns to the Power Panel.

- **Wizard Linking**

The typical wizard window for linking data has three panes:

- The top pane is the header and contains the product identifying number and name. This tells you to what you are linking data.
- The left pane is labeled **Available**. This pane is the picklist of available choices for linking to the header pane item. If the picklist is large, the filter window will automatically appear. Some wizard windows will provide a **Filter** button to use. Each time the filter is changed, the **Available** picklist will be repopulated. If the picklist does not contain a desired choice, an **Add** button may be available for adding new choices to the picklist. If not, you must go through the **Power Panel/Support** Module to find the appropriate table and

insert a new record to input the desired choice. The next time you use the wizard, the choice will be available.

- Records shown in the right pane labeled **Selected** are currently linked to the header pane item.

Note: *In the* ***Available*** *or* ***Selected*** *picklists, you can sort the data in any column by double-clicking on the column title (see next screen example.)*

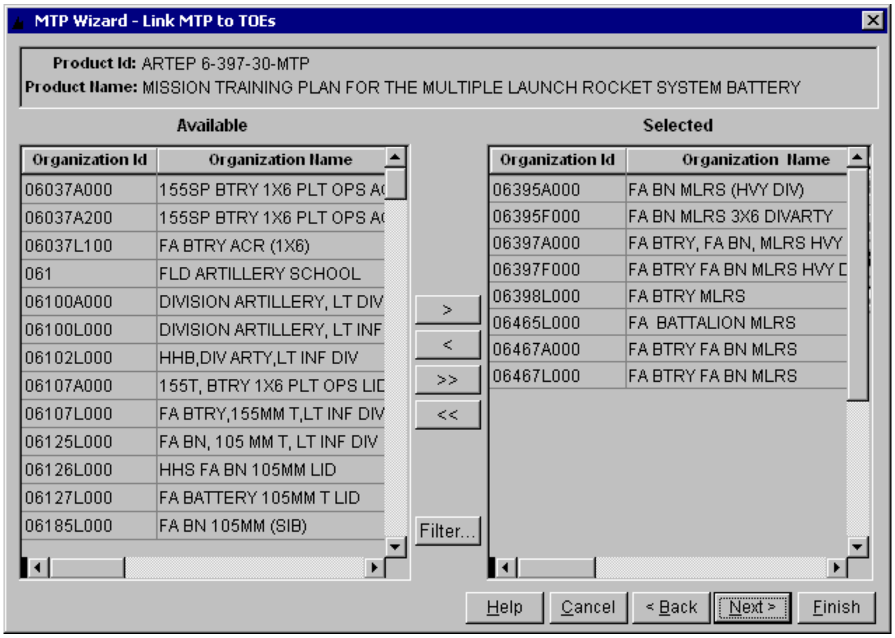


Figure 2-12: Example of a typical wizard-linking window

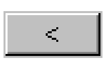
- **Functions Performed on the Grid**

In this example of a typical wizard-linking window (Figure 2-12), the header pane shows an MTP number and name. The left pane is the picklist of all or filtered **Available** collective tasks. The right pane is the list of collective tasks that are linked to the MTP. Records in the window on the left are available for linking. Records can be moved between the two lists by:

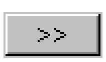
- Selecting records in the list using the mouse. (Click, Control-Click, and Shift-Click.)

- Dragging the selected records to the other list, or by using one of the following move record buttons:

Move the selected records from the available list to the selected list.



Move the selected records from the selected list to the available list.



Move all of the records in the available list to the selected list.

Move all of the records in the selected list to the available list.

- There are five buttons at the bottom of the window area as follows:

Button	Explanation
Help	Opens the help information for the current wizard window.
Cancel	Exits the wizard without saving changes and returns to the Power Panel.
Back	Returns to the previous window and maintains data on current window.
Next	Proceeds to the next wizard window.
Finish	Saves all changes to the database, exits, and returns to the Power Panel.

2.11 RTF Edit Window and RTF Edit Tab

The RTF Edit window and the **RTF Edit** tab offer word processor like functions with advanced abilities to create, format, and edit text. The **RTF Edit** tab appears on many tab folders used in the development of Lesson Plans. The RTF Edit window appears when the user selects an **Edit** button located on various ASAT screens found under the following Power Panel menu options:

Individual
- Create/Edit STP
- Create/Edit Lesson Plans
- Create/Edit Training Support Packages (TSP)

Collective
- Create/Edit MTP/Drill Book

The major features of the **RTF Edit** tab and the RTF Edit window are as follows:

- RTF Support
  - Users can load and save text documents in Rich Text Format (RTF).

- Expanded word processing features such as:
  - Increased text entry capability
  - Advanced paragraph formatting
  - Horizontal ruler
  - Formatting toolbar
  - Text alignment
  - Full keyboard and mouse interface
  - Spell checking
  - Font selection
  - Tab setting
  - Cut / copy / paste features
  - Insert file capabilities

- Image Embedding
  - BMP and WMF images can be embedded in your STP and MTP/Drill Book documents.

Details on using the RTF Edit window and the **RTF Edit** tab are provided in section 9.10.

2.12 Import/Export ASAT Data

The import and export features provide a way for you to transfer data from one ASAT working database to another. The general operation is as follows:

1. Export data from your current ASAT working database into a transfer database.
2. Send the transfer database to another user (E-Mail, U.S. Mail, ftp, LAN copy, etc.)
3. Recipient selectively imports data from the transfer database into their current ASAT working database.

Details on using the **Import/Export** feature are available in Chapter 9 and in the Online Help for ASAT.

CHAPTER 3

COMBINED ARMS TRAINING STRATEGY (CATS)

3.1 Combined Arms Training Strategy (CATS) Development

The following topics are covered in this chapter:

This section guides the user through the procedures for initiating and completing a Combined Arms Training Strategy (CATS). CATS, as described in TRADOC Regulation 350-70, is the Army's overarching strategy for the current and future training of the force. CATS enables the Army to integrate and manage Army training wherever it occurs and to identify the associated training resource requirements. The key component of CATS is the Training Strategy. A CATS Action has many components. The four main components that make each Action unique are: (1) a Collective Task Selection: a task or group of tasks to be trained; (2) a TADSS Selection: a group of TADSS that the trainer can use to train this Task Selection in this Action; (3) an Action Category: a type of training exercise; and (4) a Training Audience: the elements within an organization that will train on the Action. As an ASAT user, you can build a **Training Strategy** by using the menu options from the ASAT Power Panel. Through ASAT, developers are able to link CATS to collective tasks by designated unit type, mission, echelon, training products, training resources, training gates, and references. The Power Panel menu options are divided into three sections: **Development**, **Reports**, and **Utilities**. An overview of these sections and their options follows:

The **Development** section allows you to use the CATS Builder and other menu options to produce a Training Strategy. The menu options in this section include:

- The **CATS Builder** menu option is used to build an action. This option lets you put together the basic components of an action.
- The **Create/Edit Actions (CATS)** menu option is used to fill in the rest of the details for an action. You can also use this option to edit existing actions.
- The **Create/Edit Calendar Timeline (Plan)** menu option is used to build one-year or two-year calendar for a TOE unit type once you have built actions for the unit. You can also use this option to edit existing calendar timelines.
- The **Create/Edit Collective Task Selections** menu option is used to build Task Selections before building actions, or to edit existing Collective Task Selections.
- The **Create/Edit TADSS Selections** menu option is used to build TADSS Selections before building actions, or to edit existing TADSS Selections.

The **Reports** section allows you to prepare and view/print hard copy reports displaying CATS data. The menu options in this section include:

- The **CATS Action Summary (RTF)** menu option prepares a summary of the Training Audience elements associated to each action built for a specific TOE unit.
- The **CATS Matrix (RTF)** menu option prepares a report displaying the Task Selections for a specific TOE unit, followed by information on the actions built using each Task Selection. The matrix report assists the user in looking at the overall training strategy for the specified TOE. Using this menu option, the user has the choice of

printing a matrix report for an entire TOE or for selected Element(s) within a TOE, a Two-Year Calendar for a TOE, or a Critical Gates Summary for a TOE (which displays training gates for each action built for a specific TOE.)

- The **CATS Resource Report (RTF)** menu option prepares a report displaying how the elements of a TOE use specific equipment (by LIN) in a Calendar Timeline built for that TOE. The report displays which actions use the selected LIN(s) and identifies any associated miles or hours for each LIN.
- The **Task to CATS Action Matrix (RTF)** menu option prepares a report displaying the relationship between collective tasks used in building a CATS for a TOE and the actions built for that TOE.
- The **CATS Action Element Matrix (RTF)** menu option prepares a report displaying the relationship between the elements of a TOE and the actions built for that TOE.

The **Utilities** section allows you to create new Action Categories and sequence how a TOE's task selections are sequenced when preparing a CATS Matrix report for that TOE. The menu options in this section include:

- The **Create/Edit Action Category** menu option allows you to maintain existing action categories, and add new ones as needed.
- The **Sequence Collective Task Selections** menu option allows you to sequence how a TOE's task selections are sequenced when preparing a CATS Matrix report for that TOE to better illustrate the overall training strategy.

It is important to note that the current CATS data in ASAT is only available for some TOE types of units and echelons. CATS data does not include all of the actions for each of the available echelons and unit types.

> ***Note:*** *Before starting the* ***CATS*** *Module, it is recommended that the user review Chapter 5 of the User's Guide to understand the* ***Collective*** *Module of ASAT, since CATS uses collective data for action development.*

From the *ASAT Power Panel*, select the **CATS** module tab. The following menu selections appear:

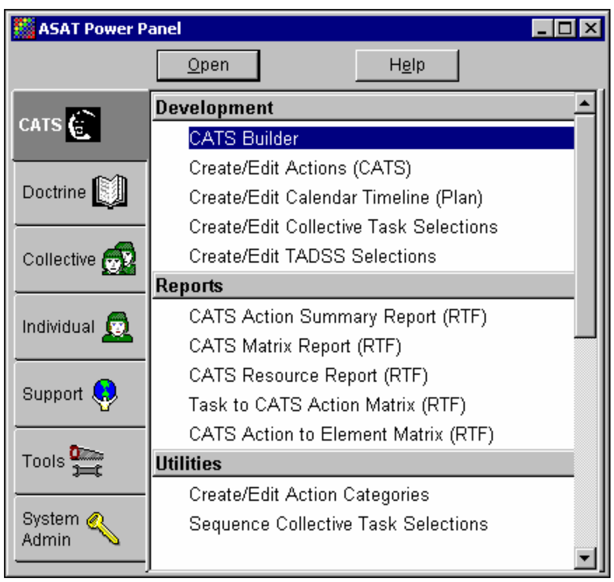


Figure 3-1: CATS Module

Each CATS menu option in this section is described in the order that it appears on the Power Panel.

3.2 CATS Builder

This option from the Power Panel is used to access the **CATS Builder** to build actions. An action trains a unit to perform a set of collective tasks, called the task selection, using a variety of exercises (action categories) with or without TADSS. An action is composed of the following elements:

- An organization identifier (TOE)
- A collective task selection
- An exercise type (action category)
- A TADSS selection

Each action must contain the four elements in order to be a valid action (one that will save in the ASAT application.) The CATS Builder goes a step further and requires an Action Name so that each action can have a unique description.

After selecting the **CATS Builder** option from the Power Panel, the *CATS Builder* window (Figure 3-2) appears:

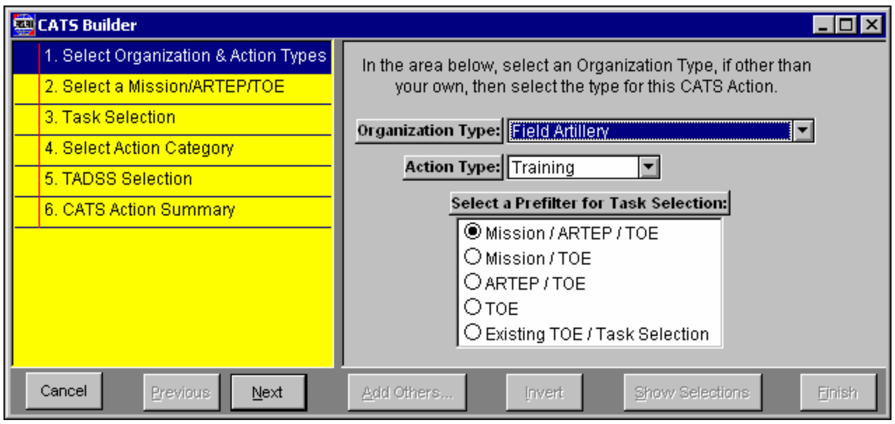


Figure 3-2: CATS Builder Window

The *CATS Builder* window presents a selection process that takes you step-by-step to assist in the decision-making for building an action. Each of the six steps listed on the left pane of the *CATS Builder* window must be selected sequentially in order to build your action. A checkmark appears next to the step once it has been completed. The CATS Builder steps used to create an action are described in the following sections.

> ***Note:*** *A different set of CATS Builder steps will appear for action types other than training.*

3.2.1 Select Organization and Action Types

The first step used to create an action is to select an organization type and an action type listed on the right pane on the *CATS Builder* window. The organization type on the *CATS Builder* window defaults to the school using the program. The action type on the *CATS Builder* window defaults to **Training**. Other action types (e.g., Garrison, Operational, Ceremonial, and Calendar Event) have different CATS Builder steps.

> ***Note:*** *Most CATS actions will be training actions. In addition, after making an action type selection at this window and clicking the* ***Next*** *button to proceed, the action type cannot be changed. If a mistake is made, click the* ***Cancel*** *button to start over.*

Also at this initial window, a pre-filter option is selected to filter collective tasks for one of the filter options displayed. The filter selections are: *Mission/ARTEP/TOE*, *Mission/TOE*, *ARTEP/TOE, TOE*, and *Existing TOE/Task Selection*.

> ***TIP:*** *In order for the pre-filter option to function properly, it is highly recommended that you ensure that the collective tasks are up-to-date in ASAT, including links for Elements/Missions, MTP/Unit Types, and supporting products (TADSS).*

Each window throughout the **CATS Builder** option includes the following buttons. Buttons not applicable in processing a selection are disabled.

- **Cancel** exits the CATS Builder without saving any changes made during the current session (requires confirmation.)
- **Previous** returns to the previous screen and leaves entries as they are on the current screen.
- **Next** opens the next window and moves forward in the process of building a CATS action.
- **Add Others** allows you to filter the entire list of collective tasks or TADSS in the ASAT program and to add that filtered list to the Tasks or TADSS that can be selected on the current window. This option only applies to the Task and TADSS selection steps and is further explained in section 3.2.3.1 (for Tasks) and 3.2.5.1 (for TADSS.)
- **Invert** reverses the last selection(s) made at windows with checkmark type selection boxes. This option only applies to the Task and TADSS selection steps.
- **Show Selections** shows a list of existing Task selections or TADSS selections. This option only applies to the Task and TADSS steps and is further explained in section 3.2.3.2 (for Tasks) and 3.2.5.2 (for TADSS.)
- **Show Items** shows a list of Task or TADSS selections. This option only applies to the Task and TADSS steps and is further explained in section 3.2.3.2 (for Tasks) and 3.2.5.2 (for TADSS.)
- **Finish** saves changes and allows you the choice of exiting to the **Action Maintenance** tab folders or exiting to the ASAT Power Panel.
- **Help** opens the help information for the current window.

Click the **Next** button to process the information for the first step and to move to the next window for step two.

3.2.2 Select Mission or ARTEP or TOE

The second step used to create an action is to further define information for the task filter selected at the CATS Builder (Mission/ARTEP/TOE, Mission/TOE, ARTEP/TOE, TOE, or existing TOE/Task selection.) The applicable screen appears for the filter chosen at the *CATS Builder* window.

The window shown in Figure 3-3 displays the information that appears for the TOE filter selection. The window shown in Figure 3-4 displays the information that appears for the Mission/ARTEP/TOE filter selection.

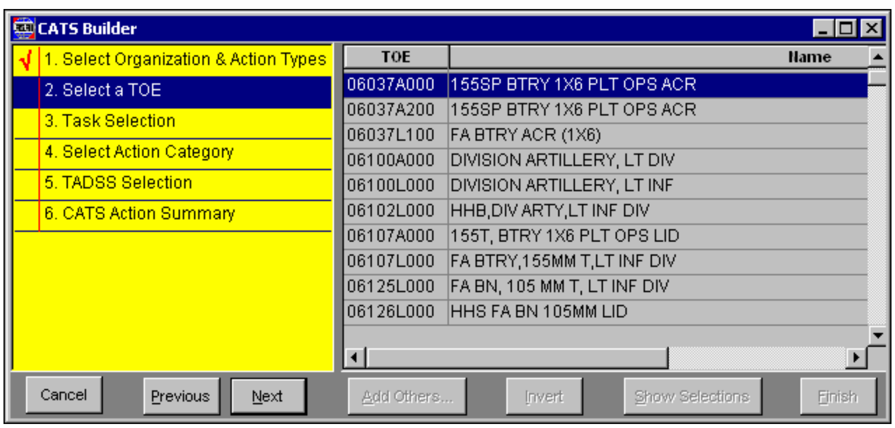


Figure 3-3: TOE Filter (Example 1)

The TOE filter in Figure 3-3 presents a summary of the TOE information currently in your ASAT database. You can scroll horizontally and vertically to view additional data. Making a selection at this step does two things: (1) Selects the TOE this Action will focus training on, and (2) limits the available Collective tasks to those meeting the criteria selected. To make a selection, highlight the desired record and click the **Next** button. The next step used to build the action will become available.

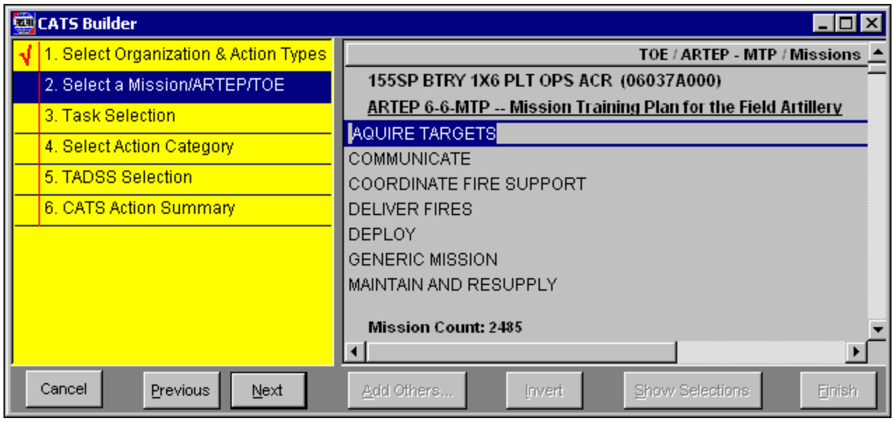


Figure 3-4: Mission/ARTEP/TOE Filter (Example 2)

The Mission/ARTEP/TOE filter, shown in Figure 3-4, presents a summary of the Mission/ARTEP/TOE information currently in your ASAT database. To make a selection, highlight the desired record and click the **Next** button.

3.2.3 Task Selection

The third step used to create an action is to select collective tasks. The tasks that initially appear are based on the filter selection made at the previous window. This information is gathered from collective task data linked at the **Collective Task** Module.

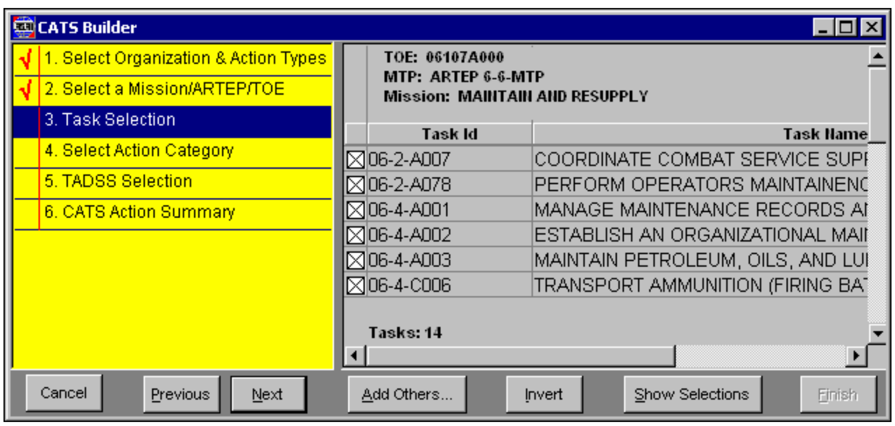


Figure 3-5: Collective Task Selection Window

At the *CATS Builder (Task Selection)* window (Figure 3-5), select a set of collective task items for the action being created. You can scroll horizontally or vertically to view additional data. On this screen, a check-box appears next to each selection to choose collective task items to form a selection. A count appears at the bottom left corner which indicates the number of tasks retrieved from the ASAT program. If you want to choose an existing collective task selection, click the **Show Selections** button. This option is further described in section 3.2.3.2. Field definitions are as follows:

Field	Description
Task Id	Displays the task identification number.
Task Name	Displays the name of the task.

***Note:** A **No Collective Task Selected (NCTS)** selection is automatically chosen if there are no tasks for this action. If tasks are listed and you do not want any tasks for your action, click on the **Show Selections** button and choose the **NCTS** selection.*

Button selections used to further define information are as follows:

- **Add Others** allows you to filter the entire list of collective tasks in the ASAT program to add to your collective task list if the desired task is not shown on the collective task selection window (details on this button option are provided in section 3.2.3.1.)
- **Invert** allows you to change the checks in the column of check-boxes at the left of the window. All of the tasks will initially be checked – if you want to unselect all of the tasks, click on the **Invert** button.
- **Show Selections** allows you to view and choose an existing collective task selection (details on this button option are provided in section 3.2.3.2.)
- **Next** allows you to identify and save the new collective task selection. The following window (Figure 3-6) is displayed when you click on the **Next** button.

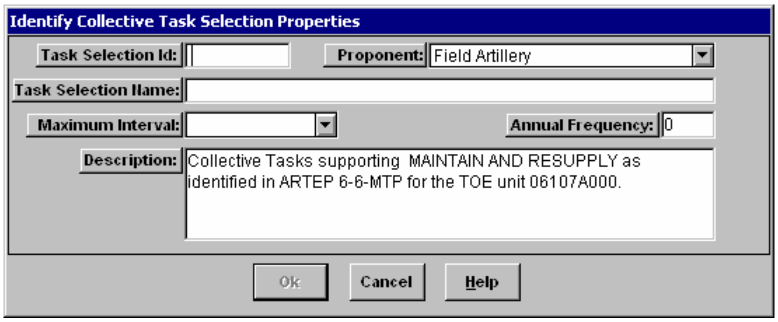


Figure 3-6: Collective Task Selection Properties Window

Enter the task information in the fields as follows:

Field	Description
Task Selection Id	Enter the task selection identification number for the collective task selection. ***Note:*** It is recommended that the ID consist of the proponent code, the letters "TS", and a four-digit sequence number (e.g., 06-TS-0001).
Task Selection Name	Enter a name for the collective task selection which describes the function(s) provided by these tasks.
Annual Frequency	Enter the number of times this task selection should be trained per year.
Description	Edit the description for the set of tasks being created. The description statement displayed is made from the collective task supporting mission ID, the ARTEP ID, the TOE ID, and the TOE unit name.

Note: *The Identify Collective Task Selection Properties window does not appear if an existing task selection was used.*

3.2.3.1 Add Others Button (Tasks)

If a desired task(s) does not appear on the task selection window, select the **Add Others** button to filter the entire list of collective tasks in the ASAT program and to add that filtered list to the tasks selected on the current window. A *Filter by:* window (Figure 3-7) appears when the **Add Others** button is selected:

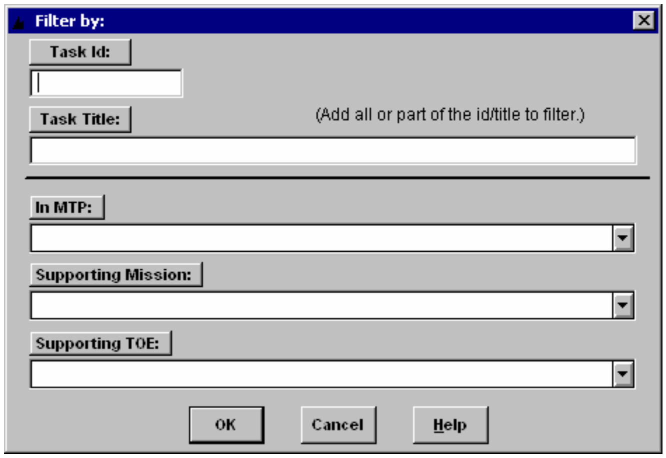


Figure 3-7: Filter By Task Window

The *Filter by:* window is used to display tasks based on numbers, words, or phrases entered in the **Task ID** or the **Task Title** fields. This keyword search can be used in conjunction with the other task filter options selected from the drop-down list boxes on the window (**In MTP**, **Supporting Mission**, **Supporting TOE**.) Any tasks matching the filter are added, unchecked, to the tasks already checked on the current window.

Note: *A Filter by Actions screen appears for a Calendar Event Action type.*

The following buttons are available at this window:
Click the **OK** button to add the filtered list to your list of collective tasks.
Click the **Cancel** button to cancel the filter and to return to the previous window.
Click the **Help** button to receive help information on the active window.

3.2.3.2 Show Selections/Show Items (Tasks)

This button, shown previously on the *CATS Builder (Task Selection)* window (Figure 3-5), acts as a toggle between showing a window with a list of tasks (show items) or showing a window with a list of previously created task selections (show selections.) The **Show Items** option is used to select task items to create a new task selection. A *Show Items* window example was shown previously under section 3.2.3. The **Show Selections** option is used to select an existing task selection. An example of a window produced by selecting the **Show Selections** button is shown in Figure 3-8:

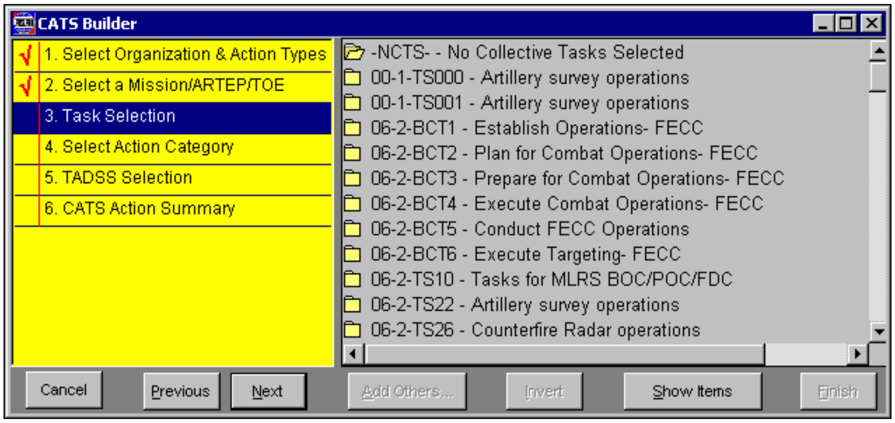


Figure 3-8: Show Selections Window (Tasks)

To make a selection, highlight a Task Selection and click the **Next** button. The information is then displayed on the *CATS Builder (Task Selection)* window (Figure 3-5).

3.2.4 Select Action Category

The fourth step in building an action is to select an action category. The action category types are maintained in the **Create/Edit Action Categories** maintenance function in the **CATS** Module. The following window (Figure 3-9) appears for this CATS Builder step:

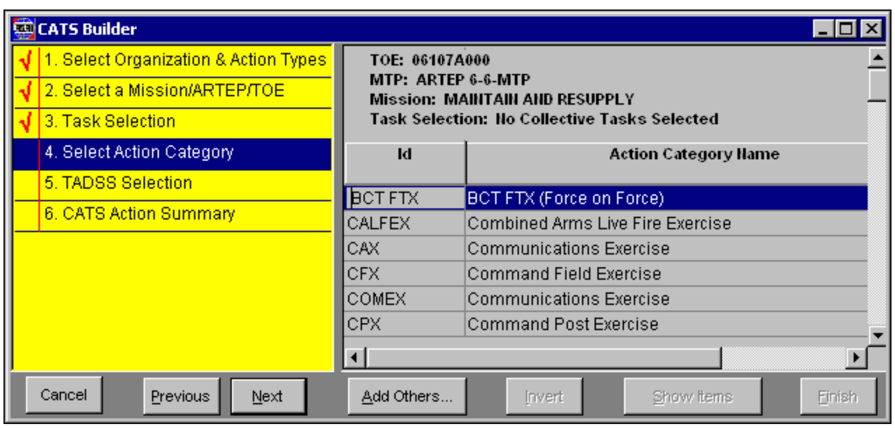


Figure 3-9: Select Action Category Type Window

> ***Note:*** *For calendar event actions, you will select a calendar event at this window. For the operational and support action types, a sustainment window appears to select the action category.*

For action categories other than calendar event types, this window displays the action category identifiers and the action category names. The window also displays a **Task Match** column that shows a percentage of how well each of the Tasks in the current selection is supported by the various Action Categories. The values displayed are the result of links made in the **Collective Task** tab folder labeled **Exercises**. You can scroll horizontally and vertically to view additional data. Click the dotted buttons under the **Show Tasks** column to view the collective tasks in the task selection that are linked to the action category row highlighted. Highlight an Action Category and click the **Next** button to continue building the action.

> ***Note:*** *If there are no action categories in the program, a window appears allowing you to add one. In addition, you can add an action category by clicking on the* ***Add Others*** *button.*

3.2.5 Training Aids, Devices, Simulators, and Simulations (TADSS) Selection

The fifth step in building an action is to select a TADSS selection that supports the action. The TADSS listed, displayed by default, consist of the TADSS linked to the collective tasks that are in the previously created task selection. The following window (Figure 3-10) appears for this CATS Builder step.

> ***Note:*** *TADSS can be linked to a collective task in the* ***Collective*** *Module of ASAT under the* ***Supporting Products*** *tab.*

> ***Note:*** *For calendar event action types, this step in the CATS Builder process produces a window to select one or more non-calendar event type actions for the calendar event being created.*

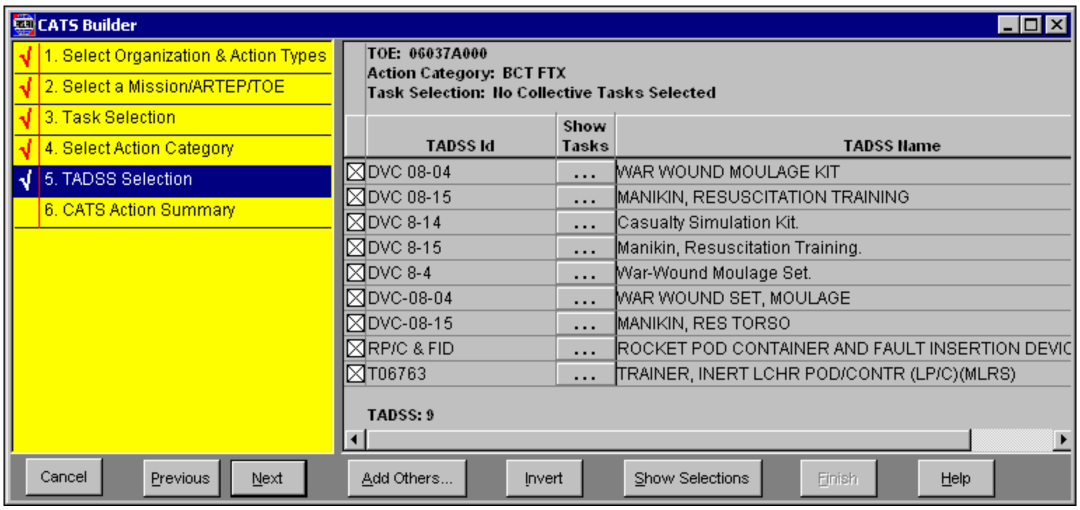


Figure 3-10: TADSS Selection Window

The *TADSS Selection* window (Figure 3-10) is used to choose a selection of TADSS for the action being created. You can scroll horizontally or vertically to view additional data. On Figure 3-10, a check-box appears next to each TADSS. A count appears at the bottom left corner which indicates the number of TADSS retreived from the ASAT program. If you want to select an existing TADSS selection, click the **Show Selections** button. This option is further described in section 3.2.5.2. Field definitions are as follows:

Field	Description
TADSS Id	Displays the TADSS identification number.
Shows Tasks	When the dotted button is clicked, a window displays details of the tasks in the Task Selection that are supported by the TADSS.
TADSS Name	Displays the name of the TADSS.

> ***Note:*** *A* ***No Training Equipment (NTES)*** *selection is automatically chosen if there are no TADSS for this action. If TADSS are listed and you do not want any TADSS for your action, click on the* ***Show Selections*** *button and choose the NTES selection.*

Button selections used to further define information are:

- **Add Others** allows you to filter and add TADSS to the list of TADSS options created by default (refer to section 3.2.5.1 for details on the **Add Others** button.)
- **Invert** allows you to change the checks in the column of check-boxes at the left of the window. All of the TADSS will initially be checked, thus if you want to unselect all of the TADSS, click on the **Invert** button.
- **Show Selections** allows you to view and select any existing TADSS selections (refer to section 3.2.5.2 for details on the **Show Selections** button.)
- **Next** allows you to identify and save the new TADSS selection. The *Identify TADSS Selection Properties* window (Figure 3-11) is displayed when you click on the **Next** button:

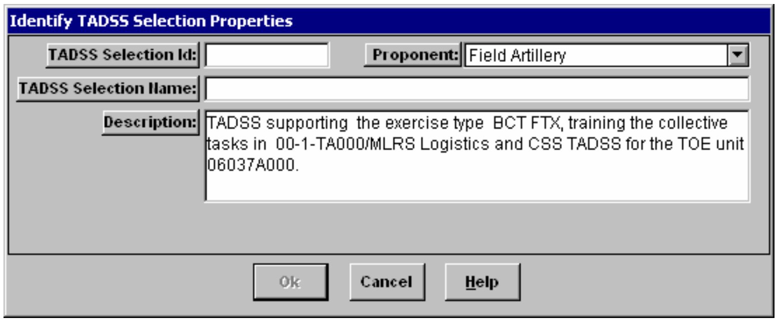


Figure 3-11: TADSS Selection Properties Window

Enter the TADSS information in the fields as follows:

Field	Description
TADSS Selection Id	Enter the TADSS selection identification number. It is recommended that the proponent code, the letter “TA”, and a four-digit sequence number be used (e.g., 71-TA-1001.)
TADSS Selection Name	Enter a name for the TADSS selection.
Description	Edit the description on the set of TADSS being created. The description displayed is made from the TADSS supporting the exercise type, the task selection, the task ID, the task name, and the TOE ID.

Note: *The Identify TADSS Selection Properties window does not appear if an existing TADSS selection was used.*

3.2.5.1 Add Others Button (TADSS)

If a desired TADSS does not appear on the TADSS selection window, select the **Add Others** button to filter the entire list of TADSS in the ASAT program and to add that filtered list to the TADSS displayed on the current window. A *Filter by:* window (Figure 3-12) appears when the **Add Others** button is selected:

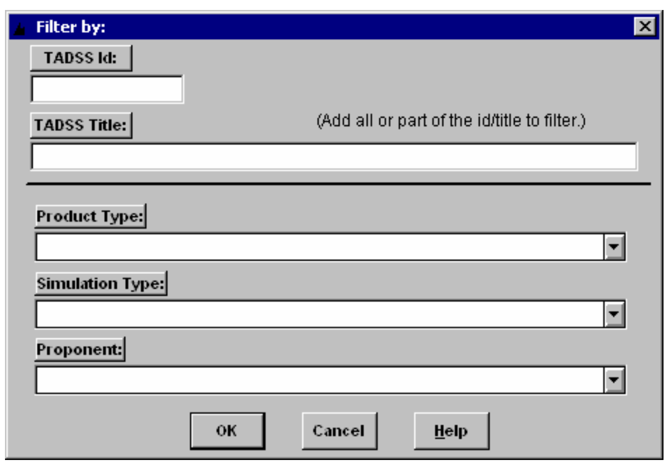


Figure 3-12: Filter By TADSS Window

The *Filter by:* window is used to display information based on numbers, words, or phrases entered in the **TADSS Id** and **TADSS Title** fields. This keyword search can be used in conjunction with the other TADSS filter options selected from the drop-down list boxes on the window (**Product Type**, **Simulation Type**, and/or **Proponent**.) Any TADSS matching the filter are added, unchecked, to the TADSS already displayed on the current window.

3.2.5.2 Show Selections/Show Items (TADSS)

This button acts as a toggle between showing a window with a list of TADSS (show items) and showing a window with a list of previously created TADSS selections (show selections.) The **Show Items** option is used to select TADSS items to create a new TADSS selection. A *Show Items* window example was shown in Figure 3-8. The **Show Selections** option is used to select an existing TADSS selection. An example of a window produced by selecting the **Show Selections** button is shown in Figure 3-13:

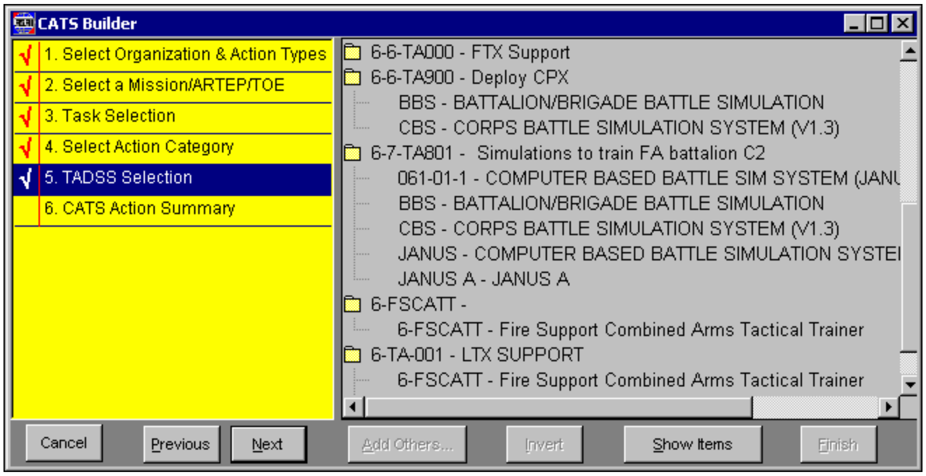


Figure 3-13: TADSS Show Selections Window

To make a selection, highlight a TADSS Selection and click the **Next** button. The information is then displayed on the *TADSS Selection* window (Figure 3-10.)

3.2.6 CATS Action Summary

The sixth and final step used to build an action is to add detail information in the CATS Action Summary. The following window (Figure 3-14) appears for this *CATS Builder* step.

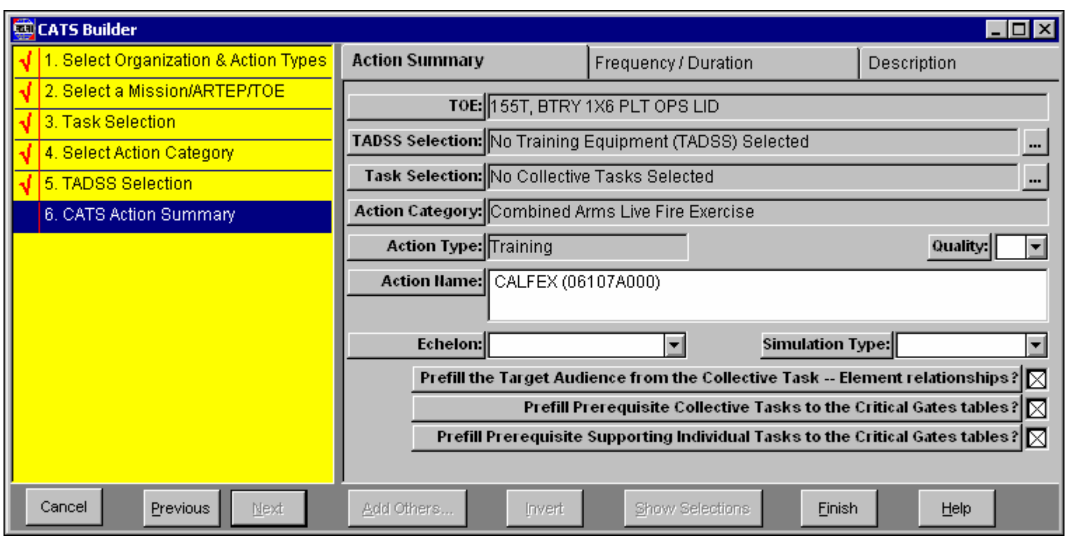


Figure 3-14: CATS Action Summary Window

The tabs on this window provide the user access to some of the data previously selected for the action created. The remaining information created for the action appears in the **CATS** Module, **Create/Edit Actions** function in ASAT. Information can be viewed and entered/modified as needed.

> ***Note:*** *The **Frequency/Duration** tab shown on this screen is disabled for the **Support** and **Operational** action type selections. However, information for the **Frequency/Duration** tab must be entered in order for information to appear on the CATS Matrix Report (for Training and Garrison action types) or for information to appear on the Calendar (for Calendar Event action types.)*

At this point in the **CATS Builder** option, you can click the **Finish** button to save the information. You will be prompted if the **Duration** information is incomplete in the **Frequency/Duration** tab. If you choose to save the information, another prompt appears asking if you want to go to the **Action Maintenance** tab folders. Choosing *Yes* will save the action data and invoke the **Action Maintenance** tab folder screen (refer to section 3.3, Create/Edit Actions, for details.) Choosing *No* will save the action data and return you to the Power Panel shown previously under section 3.1. The three tab folder selections in the *Action Summary* window are described as follows:

Action Summary Tab

The **Action Summary** tab (Figure 3-14) contains the following fields representing information entered for the current CATS action.

Field	Description
TOE	This field displays the TOE (organization) this action trains.
TADSS Selection	This field displays the TADSS selection name for the action. Clicking the dotted selection button on the side of the field accesses details associated with the TADSS selection.
Task Selection	This field displays the task selection information for the action. Clicking the dotted selection button on the side of the field accesses a list of the TADSS in the task selection.
Action Category	This field displays the action category for the action.
Action Type	This field displays the action type.
Quality	This field displays the level of realism (fidelity) code that this training will provide. It is measured on an A-D scale. The lower the letter (fidelity), the more realistic the training.
Action Name	This field displays the action name. Information in this field can be modified.
Echelon:	This field allows the selection of an echelon to associate with the action. A drop-down selection box appears to choose an echelon (if desired.)
Simulation Type	This field allows the selection of a simulation type to associate with the action. A drop-down selection box appears to choose a simulation type.
Prefill the Target Audience from the Collective Task Element Relationships: (only applicable for Training actions)	Check this box if you want the target audience for the action to be pre-filled with the elements linked to each task within the task selection. These links were made in the **Collective** Module in ASAT. The audience links can be modified at the **Training Audience** tab folder in the **CATS Create/Edit Actions** function in ASAT.
Prefill Prerequisite Collective Tasks to the Critical Gates Tables	Check this box if you want the Collective Gates for the action to be pre-filled with the data linked to each Collective Task within the selection. These links were made in the **Collective** Module, **Prerequisite Collective Task** tab in ASAT. The Prerequisite Collective Task links can be modified at the **Critical Gates - Collective Gates** tab in the **CATS Create/Edit Actions** function in ASAT.
Prefill Prerequisite Supporting Individual Tasks to the Critical Gates Tables	Check this box if you want the Individual Gates for the action to be pre-filled with the data linked to each Collective Task within the selection. These links were made at the **Collective** Module, **Individual Task** tab in ASAT. The Individual Task links can be modified at the **Critical Gates - Individual Gates** tab in the **CATS Create/Edit Actions** function in ASAT.

Frequency/Duration Tab

The **Frequency/Duration** tab folder (Figure 3-15) produces the following window:

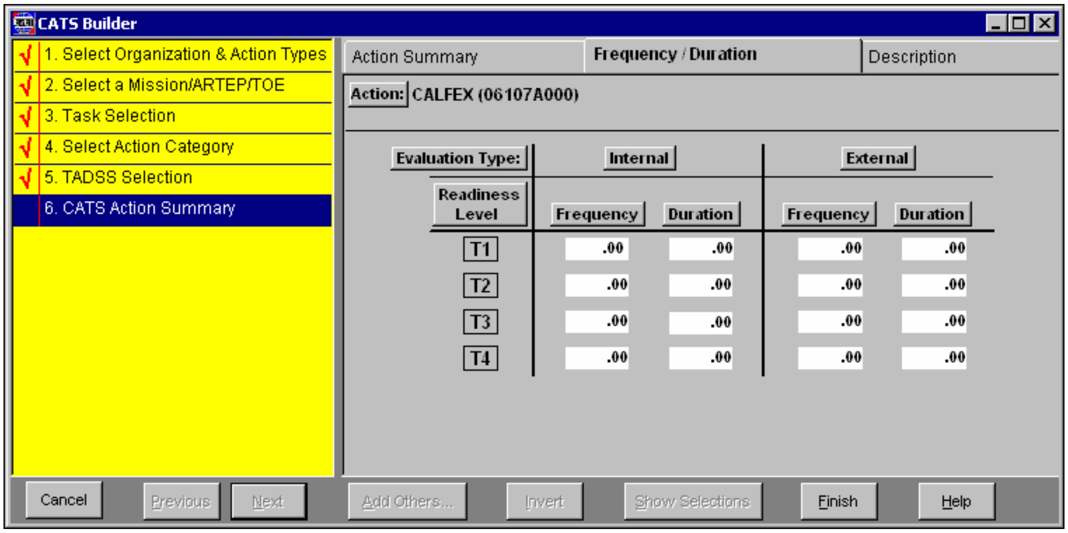


Figure 3-15: CATS – Frequency/Duration Tab

This window displays the **Frequency** and **Duration** that the action should be trained by units to maintain various training levels. The evaluation type columns displayed on the screen show whether an evaluation for the action is performed internal to the organization or external to the organization. Enter data as follows:

Field	Description
Readiness Level	The number of training days needed to reach full proficiency for a task. T-1 equals 0-14 days, T-2 equals 15-28 days, T-3 equals 29-42 days, and T-4 equals 43 or more days.
Frequency	Enter the number zero in the **Frequency** field if the action is optional. Otherwise, enter the number of times the action must be trained annually to maintain the given readiness level(s). You may enter a frequency and duration for each training level under each evaluation type.
Duration	Enter an estimate of how long the exercise will last (in hours.)

Description Tab

The **Description** tab (Figure 3-16) produces the following window:

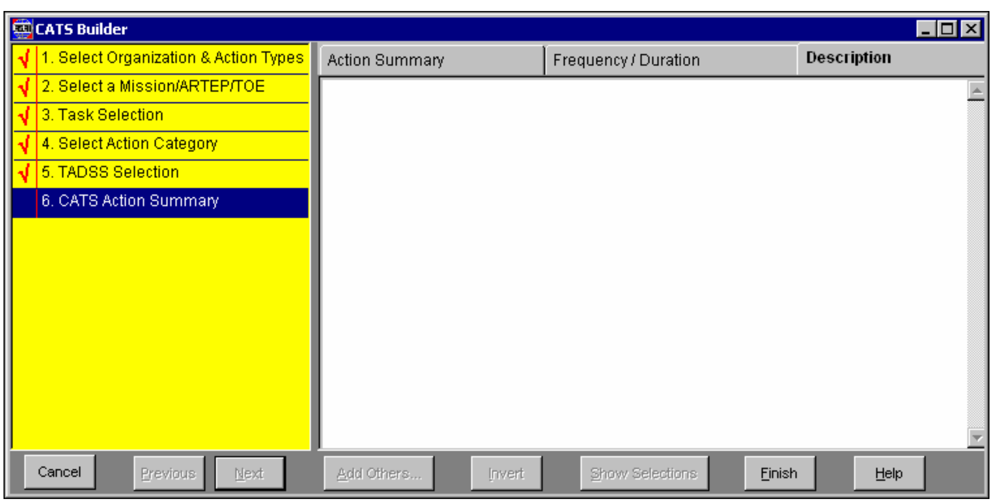


Figure 3-16: CATS – Description Tab

This window is used to enter a descriptive summary for the current action.

3.3 Create/Edit Actions (CATS)

This option from the Power Panel is used to access the *Action Maintenance* screen and the **Action Maintenance** tab folders where the user can view or edit existing action data. The user can access an action through the **Create/Edit Actions** function once the action is built (see section 3.2.) When this option is selected, a *Specify Filter Criteria for Action* window (Figure 3-17) appears:

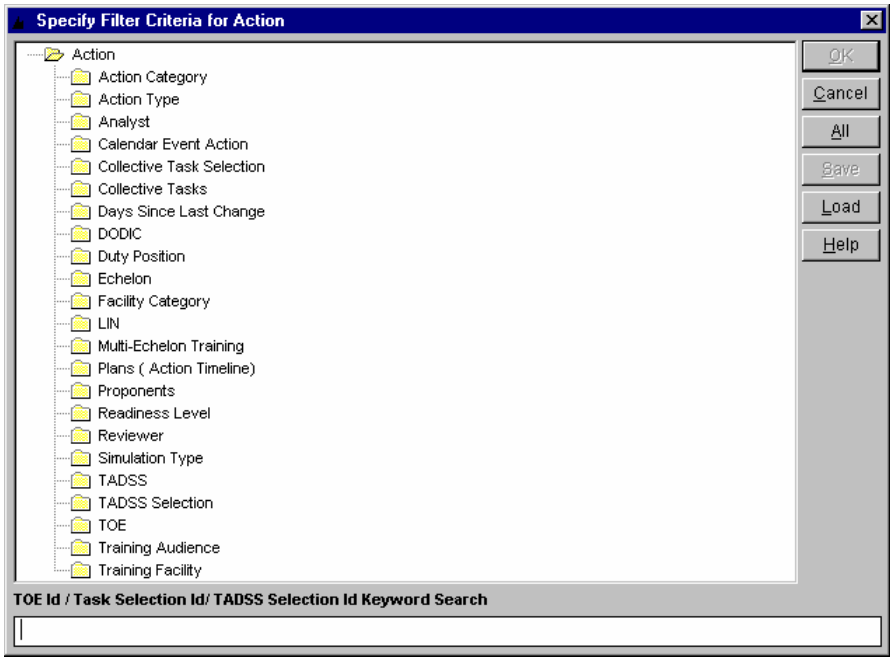


Figure 3-17: Specify Filtering Criteria for Action Screen

The *Specify Filter Criteria for Action* screen allows the user to specify which actions will display on the next screen, to save filter criteria, and to load previously saved filter criteria. The filter reduces the number of actions displayed from a potentially large table. Refer to section 9.2, Filters, for more information about filters.

Listed below are the filter criteria items for actions with an explanation of each:

Filter	Description
Action Category	Shows selected action categories.
Action Type	Shows selected action types such as Garrison and Support.
Analyst	Shows selected analysts (names of the people who create and edit the action.)
AUTL	Shows selected Army Universal Task List.
Calendar Event Action	Shows selected calendar events.
Collective Task Selection	Shows selected collective task selections.
Collective Tasks	Shows selected collective tasks.
Days Since Last Change	Shows action records that had changes made during a specified time period.
DODIC	Shows selected Department of Defense Identification Codes.
Duty Position	Shows selected duty positions, such as Diver.
Echelon	Shows selected echelons, such as Battalion or Battery.
Facility Category	Shows selected facility categories.
LIN	Shows selected Line Item Numbers.
Multi-Echelon Training	Shows selected actions that are used as sub-ordinate actions in a multi-echelon training relationship.
Plans (Action Timeline)	Shows selected calendar timeline plans.
Proponents	Shows selected proponents.
Readiness Level	Shows selected Training Readiness Level codes (T-1 equals 0-14 days, T-2 equals 15-28 days, T-3 equals 29-42 days, and T-4 equals 43 or more days.)
Reviewer	Shows selected reviewers (the people who supervise the analyst.)

Filter	Description
Simulation Type	Shows selected simulation type environments.
TADSS	Shows selected Training Aids, Devices, Simulators, and Simulations.
TADSS Selection	Shows selected Training Aids, Devices, Simulators, and Simulations selections.
TOE	Shows selected TOEs.
Training Audience	Show the selected organization for which the action is intended.
Training Facility	Shows the selected training environments.

After selecting a filter, the *Action Maintenance* screen (Figure 3-18) appears:

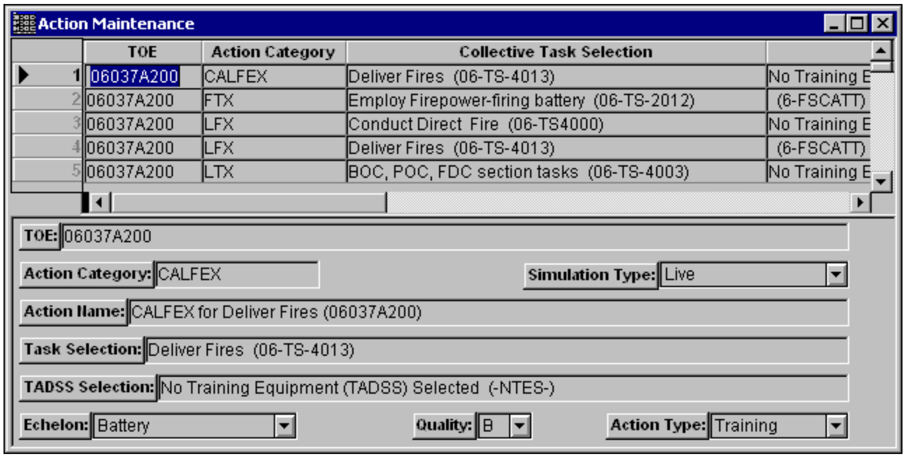


Figure 3-18: Action Maintenance Screen

The *Action Maintenance* screen is a grid type screen populated with the CATS actions in the program. You can scroll horizontally to the right to view additional data. From this screen you can add (insert), edit, and delete action records.

To insert a new record, click the **Insert** toolbar button . This action invokes the **CATS Builder** function to ensure that the procedures for creating a valid action are used.

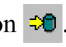
To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button . This action will turn the background of the screen white for the editable fields (action name, echelon, and simulation type.)

To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button . Information deleted will no longer appear on the yearly calendar (the yearly calendar is described in section 3.4.1.1.) A confirmation prompt appears to verify the deletion.

Note: *Refer to section 9.3 for an explanation and procedures on using the ASAT grids.*

Each record contains the following information listed in the grid columns:

Field	Description
TOE	Displays the organization (TOE number) that uses the action.
Action Category	Displays the action category for the record.
Collective Task Selection	Displays the title of the collective task selection that this action trains. *NCTS* indicates that no collective tasks are trained in this action.
TADSS Selection	Displays the title of the TADSS selection used in this action. *NTES* indicates that no TADSS are used in this action.
Action Type	Displays the type of action.
Action Name	Displays the name of the CATS action (field can be modified.)
Echelon	Displays the action echelon (field can be modified.)
Simulation Type	Displays the type of training environment used in this action (field can be modified.)
Quality	Displays the level of realism (fidelity) code that this training will provide. It is measured on an A-D scale. The lower the letter (fidelity), the more realistic the training.

When entry is complete, click **File** then **Save** from the menu or choose the **Save** toolbar icon .

An *Update Change History* window (Figure 3-19) appears upon exiting the Action Maintenance function after making any change. This window allows you to enter a summary/history audit trail on the action. Click **OK** when done.

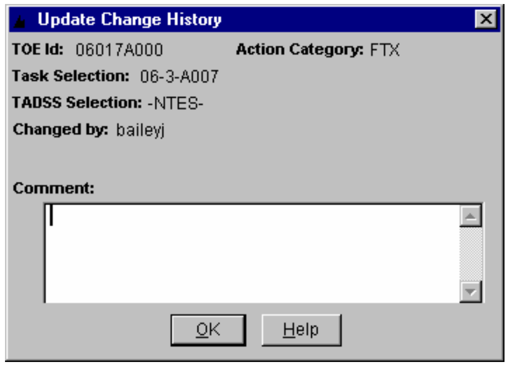


Figure 3-19: Update Change History Window

At the *Action Maintenance* screen, the user can review or print any changes that have been made to the action by accessing the **View Option** and selecting **Change History**. Refer to section 9.3 for details on this feature.

A key function that can be performed at the *Action Maintenance* screen is the **Copy CATS Action** function. This option is accessed through the **Data** menu and then by choosing the **Copy Record** menu. When selected, a *Copy Action* window (Figure 3-20) appears allowing the user to copy an action record.

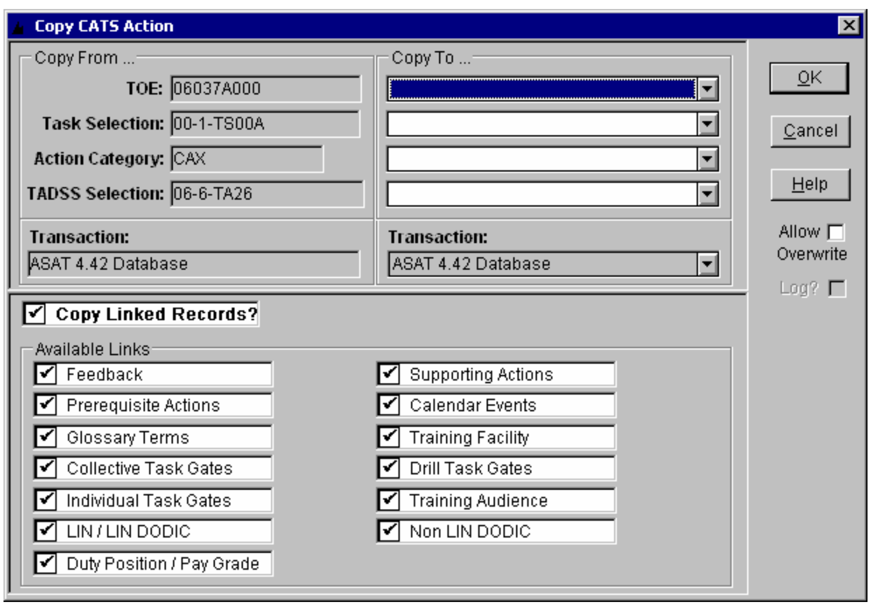


Figure 3-20: Copy Action

Select the new information for the copied record from the drop-down list boxes provided. The **Copy CATS Action** feature also allows the user to copy a record with or without the existing links that the current record may have by clicking/unclicking the **Copy Linked Records?** check-box. The user can also choose which existing links to copy by clicking/unclicking the check-boxes at the bottom of the window. After entering the information, click the **OK** button to process the copy or click the **Cancel** button to exit without making any changes.

3.3.1 Action Maintenance Tab Folder

To add text and other **Links** to an action, from the *Action Maintenance* screen, select the action you want to edit, click **Data** then choose **Related Data** on the menu or click the **Related Data** toolbar button to reach the **Action** tab folder (Figure 3-21):

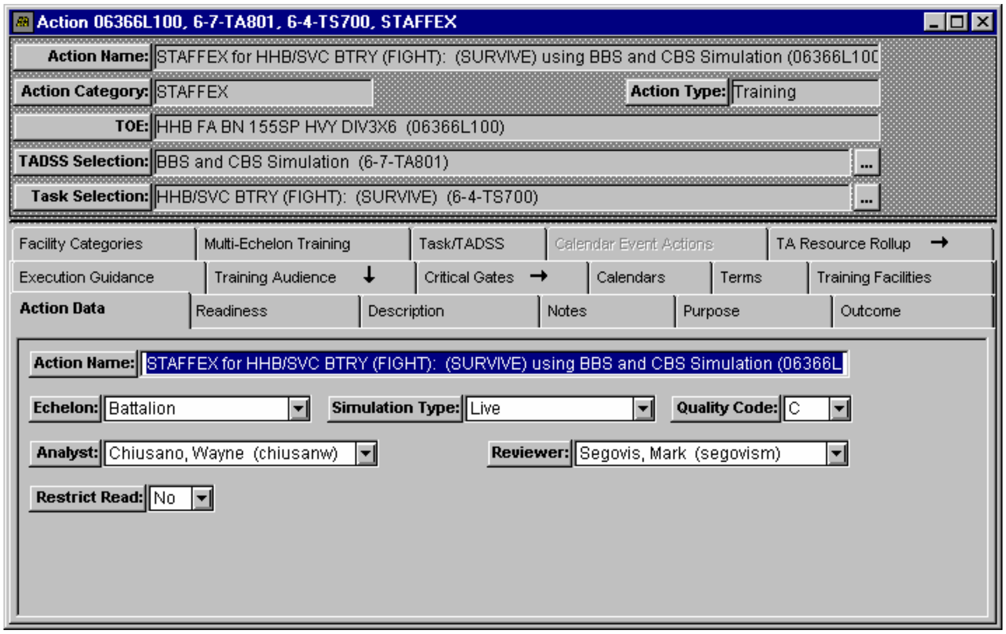


Figure 3-21: Action Maintenance Tab Folder

The tab folders provide the user access to all the data associated with an action. The 17 tab folder selections are described in the following sub-sections. Refer to section 9.4 for guidance and procedures for using the various types of tabs in ASAT.

Action Data Tab

The **Action Data** tab (Figure 3-21) is used to enter/edit field information. The fields that already contain information come from the **CATS Builder** function. This includes **Action Name**, **Echelon**, **Simulation Type**, and **Quality Code**. This is a **detail** tab option. Refer to section 9.4.1.1 for information on entering data using this tab type. Descriptions of the fields are as follows:

Field	Description
Action Name	This field contains the action name given in the CATS Builder.
Echelon	This field contains a list of echelons for the action. The Echelon will default to the level selected in the CATS Builder.
Simulation Type	This field indicates the type of environment for which this action is trained.
Quality Code	This code measures the level of realism (fidelity) that this training will provide. It is measured on an A-D scale. The lower the letter (fidelity) the more realistic the training.
Analyst	This field contains the name of the person who creates and edits the action. Double-click in the field to view details on the person.
Reviewer	This field contains the name of the person who supervises the analyst.
Restrict Read	This drop-down list box is used to limit accessibility to the details of a record to only the people actively working on the record (point of contact, subject matter expert (SME)/analyst, or system administrator). If the **Restrict Read** is set to *Yes*, the record will appear in the grid view, but will not allow users other than the point of contact, SME/analyst, or system administrator to open or edit the tab folder information. If the **Restrict Read** is set to *No*, users will have viewing and modification privileges as defined by the current ASAT user definition. Only the individuals listed above can set the record restriction.

Readiness Tab

This tab selection brings up the following window:

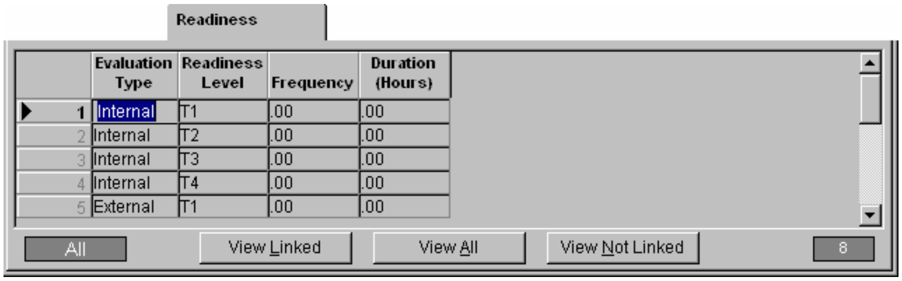


Figure 3-22: Action – Readiness Tab

Training readiness is based on AR 220-1 para. 7-5. It indicates the number of training days needed to reach full proficiency for this action. This is a **picklist** tab. Refer to section 9.4.1.3 for information on using this tab type. The user can enter a frequency and duration for each readiness level and for an internal or external evaluation for each level. Entry procedures for this screen are described as follows:

Field	Description
Evaluation Type	This field displays how this action will be evaluated, using internal or external assets, for each readiness level.
Readiness Level	This field displays the readiness level based on AR 220-1 para. 7-5. It is the number of training days needed to reach full proficiency in this task. Refer back to *Specify Filter Criteria for Actions* section mentioned at the beginning of this section for details on each readiness level code.
Frequency	This field indicates the number of times this action will have to be performed to reach the desired readiness level.
Duration	This field indicates the amount of time it will take to perform the action (in hours.)

Description Tab

This tab option brings up the following block tab:

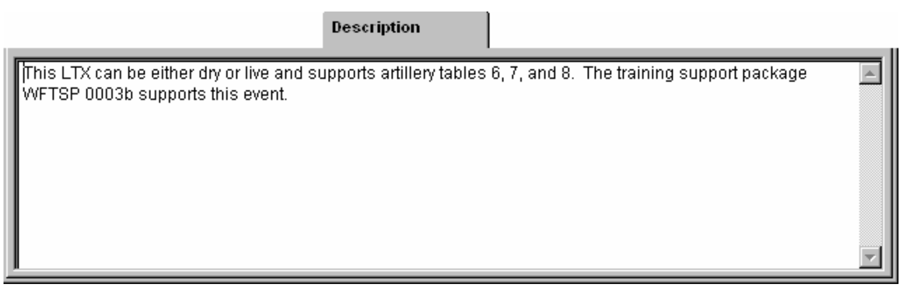


Figure 3-23: Action – Description Tab

The user can provide a description of the action at this window. Refer to section 9.4.1.2 for instructions on entering information on **block** tabs.

Notes Tab

The following block tab appears when the **Notes** tab is selected:

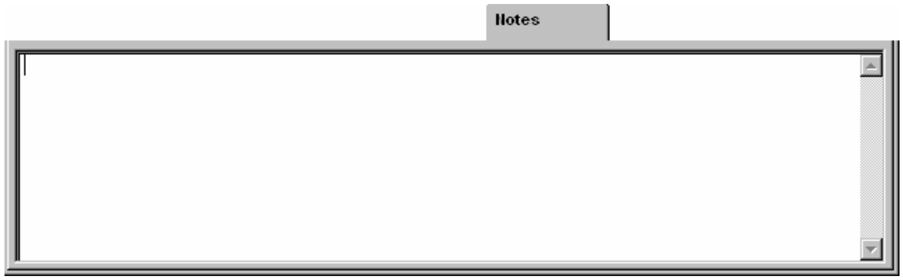


Figure 3-24: Action – Notes Tab

This window is used to provide any notes concerning the action. Refer to section 9.4.1.2 for instructions on entering information in **block** tabs.

Purpose Tab

The following window appears when the **Purpose** tab is selected:

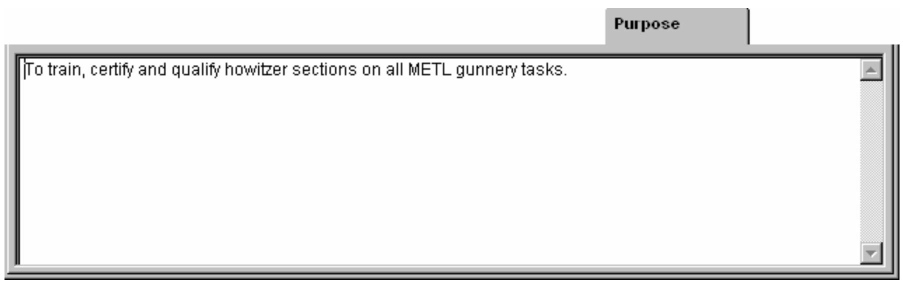


Figure 3-25: Action – Purpose Tab

This window is used to provide the purpose of the action. Information entered here appears on the revised ***CATS Matrix*** report. The user does not need to type in “Purpose:” before entering the data – ASAT automatically prints PURPOSE: on the Matrix report. Refer to section 9.4.1.2 for instructions on entering information in **block** tabs.

Outcome Tab

This tab selection brings up the following window:

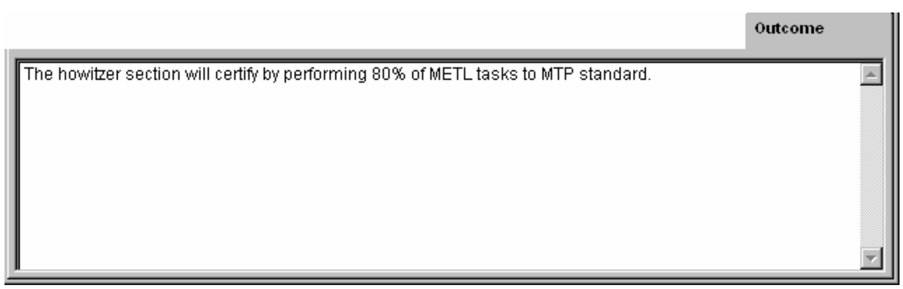


Figure 3-26: Action – Outcome Tab

This window is used to enter the desired outcome for the action. Information entered here appears on the revised ***CATS Matrix*** report. The user does not need to type in “Outcome:” before entering the data – ASAT automatically prints OUTCOME: on the Matrix report. Refer to section 9.4.1.2 for instructions on entering information in **block** tabs.

Execution Guidance Tab

This tab folder selection brings up the following window:

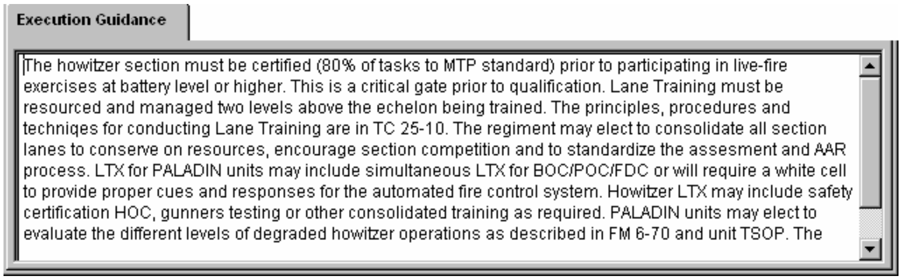


Figure 3-27: Action – Execution Guidance Tab

The user can provide additional guidance concerning the execution of the action at this window. Information entered here appears on the revised ***CATS Matrix*** report. The user does not need to type in "Execution Guidance:" before entering the data – ASAT automatically prints EXECUTION GUIDANCE: on the Matrix report. Refer to section 9.4.1.2 for instructions on entering information in **block** tabs.

Training Audience Tab

This tab selection brings up the following drill-down window:

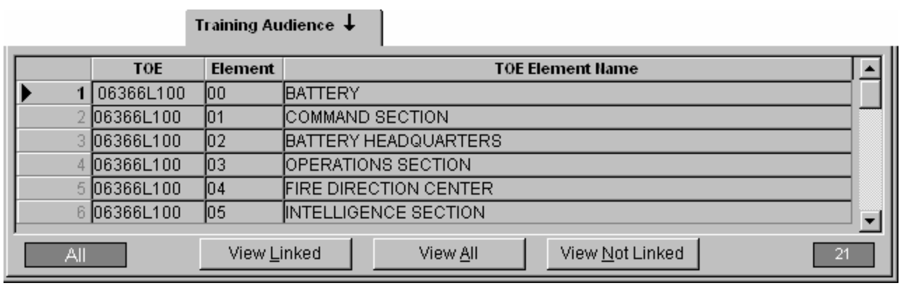


Figure 3-28: Action – Training Audience Tab

The user can select and link which elements from the organization this action trains. After linking elements as members of the training audience, the user can then drill-down to data folders for each element and identify the task(s) in the Task Selection that each element will train during the Action, and what resources (equipment items, fuel, ammunition) each element will use for the Action. The elements selected here will determine the elements listed on the calendar for the given TOE/Readiness Level. This tab initially displays the training audiences currently linked to the action based on the Collective Task – Element links for the tasks in the Task Selection. To view a filtered list of training audiences use the following procedures:

1. Click either the **View All** or **View Not Linked** buttons. This brings up a list of elements from the TOE that the action is built against. After this list is displayed, another filter can be performed as described in the next step.
2. To select another filter for the list, select the **View** menu and choose the **Filter By/Linked Data** option. The elements retrieved will be as specified/selected by the user at the *Specify Filter Criteria for Elements* window.

> ***Note:*** *If either the task selection or the TADSS selection for the current action is empty, this tab is disabled. The five Training Audience drill-down tabs are described as follows:*

- **Collective Task Tab**

The **Collective Tasks** tab (Figure 3-29) specifies the collective tasks this element will train-on in this action. This is a **picklist** tab option.

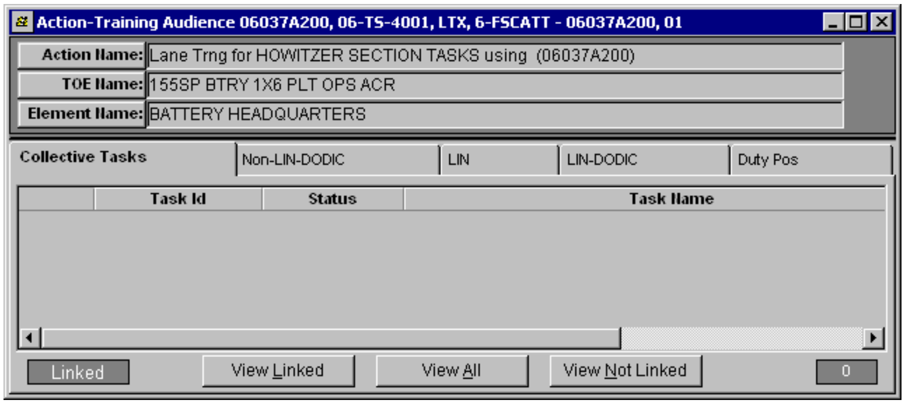


Figure 3-29: Action Training Audience – Collective Tasks Tab

The following columns appear on this tab:

Field	Description
Task Id	Displays the unique task identification number.
Status	Indicates the status of the task as *Active*, *Proposed*, *Obsolete*, *Draft*, *Superseded*, or *Inactive*.
Task Name	The title or name of the task.
Supported	*Yes* indicates that links were made through the **Element/Missions** tabs in the **Collective Tasks** Module. *No* indicates that these links were not made.
Relationship	A drop-down window used to enter the relationship of the collective task to the action/element.

__Note:__ The list of tasks shown by the __View All__ button consists of only those in the task selection for this action.

- **Non-LIN-DODIC Tab**

The **Non-LIN-DODIC** tab (Figure 3-30) shows what non-LIN DODIC items (such as pyrotechnics) can be linked to this element. This is a **picklist** tab option.

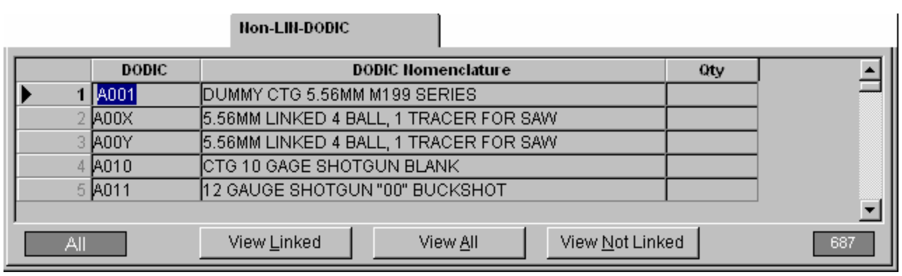


Figure 3-30: Action Training Audience – Non-LIN-DODIC Tab

The following columns appear on this tab:

Field	Description
DODIC	Displays the Department of Defense Identification Codes for Class V items.
DODIC Nomenclature	Displays the name of the Class V items.
Qty	Displays the number of Non-LIN DODICS required for this action. This field is editable. For linked records, the default value is one.

__Note:__ The list of DODIC shown by the __View All__ button consists of only those DODIC that are not linked to any LIN in the DODIC support tables in the __Support__ Module.

- **LIN Tab**

The **LIN** tab (Figure 3-31) lists the Line Item Numbers that can be used by the training audience for this action. Element/LIN links must be made in the Element support table in order for anything to display when the **View All** button is pressed. This is a **picklist** tab option.

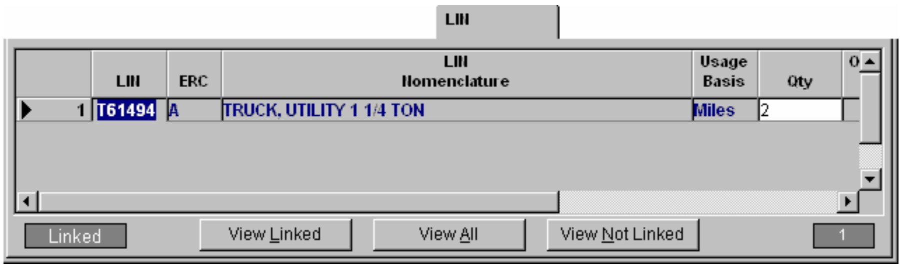


Figure 3-31: Action Training Audience – LIN Tab

The following columns appear on this tab:

Field	Description
LIN	Displays the Line Item Number for an equipment item.
ERC	Displays the Equipment Readiness Code.
LIN Nomenclature	Displays the LIN name.
Qty	Displays the number of LINs required for the training audience. The quantity is derived from the strength quantity entered at the LIN Support table on the **Strengths** tab on the *Element/LIN* window.
OPTEMPO Hours*	Displays the number of operational tempo hours required for the equipment item for this action.
OPTEMPO Min*	Displays the number of operational tempo minutes required for the equipment item for this action.
OPTEMPO Distance*	Displays the operational tempo distance required for the equipment item for this action.
Fuel Consumption	Displays an estimate for the fuel used per LIN, expressed as number of gallons per mile or hour. This data comes from the LIN table in the **Support** Module.
Total Fuel Qty	Displays the estimated total amount of fuel consumption for the LIN. This field is calculated as follows:
*LIN Usage Basis Cd	Expression
H (Hours)	Total Fuel = LIN Actual Qty x (OPTEMPO Hrs + (OPTEMPO Mins/60)) x Fuel Qty
M (Miles)	Total Fuel = LIN Actual Qty x OPTEMPO Distance (in miles) x Fuel Qty
S (System)	Total Fuel = LIN Actual Qty x Fuel Qty

__Note:__ In order for the user to enter an OPTEMPO Hours/Minutes or OPTEMPO Miles amount for a LIN, the LIN must have entries in the __Usage Basis__ and __Fuel (Gallons)__ fields in the __Line Item Number (LIN) Equipment Maintenance__ folder in the __Support__ Module.

- **LIN-DODIC Tab**

The **LIN-DODIC** tab (Figure 3-32) lists the DODICs that can be used by the linked Line Item Number (LIN). Element/LIN links must be made in the Element support table and LIN/DODIC links in the LIN support table, in order for anything to display when the **View All** button is pressed. This is a **picklist** tab option.

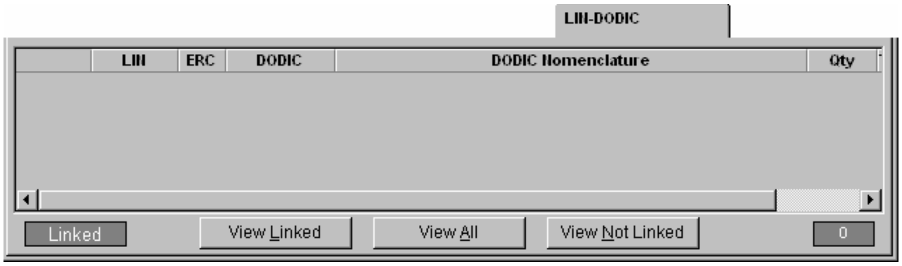


Figure 3-32: Action Training Audience – LIN-DODIC Tab

The following columns appear on this tab:

Field	Description
LIN	Displays the Line Item Number of the equipment item.
ERC	Displays the Equipment Readiness Code.
DODIC	Displays the Department of Defense Identification Codes for the Class V item.
DODIC Nomenclature	Displays the name of the Class V item.
Qty	Displays the number of DODICs per LIN required for this action. This field is editable. For linked records, the default value is one.
Total Qty	Displays the quantity of LIN times the quantity of the DODIC required for this action. The calculation for this field is as follows: Qty = LIN Actual Qty (off of LIN tab) x LIN-DODIC Actual Qty (on current **LIN-DODIC** tab.)

- **Duty Position Tab**

The **Duty Position** tab (Figure 3-33) lists the duty positions within this element. If the user wants the entire element trained by this action, there are no links necessary in this tab. If the user wants to specify certain duty positions that will train on this action, he or she must link the duty positions in this tab. The duty positions linked in this tab will be printed on the Matrix report immediately after the Element Name in the Training Audience row.

> ***Note:*** *Element/Duty Position links must be made at the* ***Support*** *Module in order for duty positions to appear on this tab. This is a* ***picklist*** *tab option.*

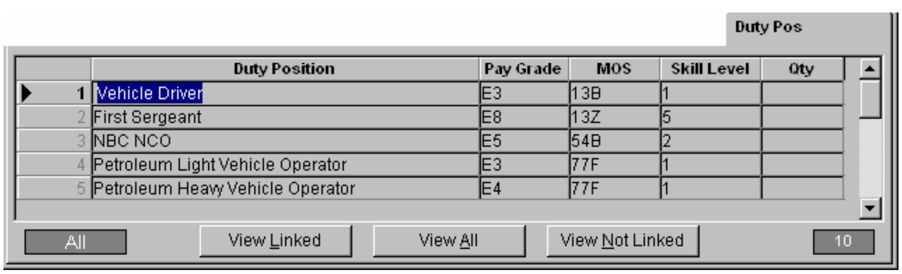


Figure 3-33: Action Training Audience – Duty Positions Tab

The following columns appear on this tab:

Field	Description
Duty Position	Displays the duty position (e.g., diver, engineer, rigger.)
Pay Grade	Displays the coded level of pay equal to rank for Army personnel.
MOS	Displays the Military Occupation Specialty for the duty position.
Skill Level	Displays enlisted levels 1-5, warrant levels1-5, and officer levels 1-8.
Qty	Displays the number of duty positions within this action/element (editable field.) The quantity is derived from the strength quantity entered at the Elements Support table on the **Strengths** tab on the *Element/Duty Position* window.

Critical Gates Tab

The **Critical Gates** tab consists of an additional set of five tabs that provide data on the tasks that must be mastered before training on this action. The five additional tabs are as follows: **Action Gates**, **Collective Gates**, **Drill Gates**, **Individual Gates**, and **Certification Gates**.

Each **Critical Gates** drill-down tab selection is described in the following sub-sections. ***Note:*** If either the task selection or the TADSS selection for the current action is empty, the **Critical Gates** tab selections are disabled.

- **Action Gates Tab Folder**

The following window appears:

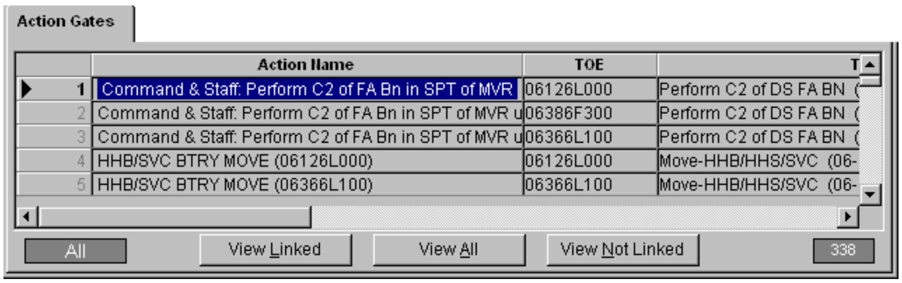


Figure 3-34: Critical Gates – Action Gates Tab

This tab shows any other actions that must be completed prior to executing this action. Users can use the **View All** button to filter the Actions in the database, and then link the actions that should be trained prior to training the current action. Refer to section 9.4.1.3 for details on making links.

- **Collective Gates Tab**

This selection brings up the following window:

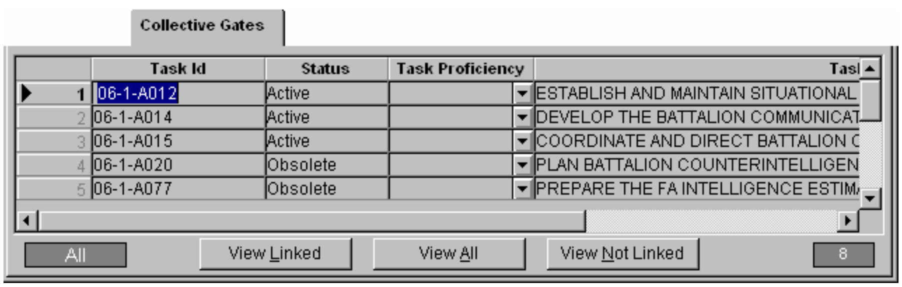


Figure 3-35: Critical Gates – Collective Gates Tab

If there is/are (a) prerequisite collective task(s) to any of the tasks in the Task Selection, they can be linked here as Collective Task Gates to this Action. Information here is created on the collective task, prerequisite collective task tab. The folder will have records already linked if the user leaves the **Pre-fill Prerequisite Collective Tasks to the Critical Gates Tables** check-box checked in the *Action Summary* window in the CATS Builder. Select one of the tasks and click on the **Related Data** toolbar button to view related data at the collective task tab folder.

The **View All** and **View Not Linked** buttons provide you with a picklist containing records linked at the **Prerequisite Collective Tasks** tab in the **Collective Task** Module. Use the two buttons as follows to perform this function:

1. Click the **View All** button to display records linked at the **Prerequisite Collective Tasks** tab in the **Collective Task** Module.

or

2. Click the **View Not Linked** button to view-only records not linked to this action but linked at the **Prerequisite Collective Tasks** tab in the **Collective Task** Module.

After the **View All** or **View Not Linked** option has been used, and you want more choices to appear on the tab, you can obtain additional choices by selecting another filter. Select the **View** menu and choose the **Filter By/Linked Data** option. The tasks retrieved will be as filtered.

*Note: The task proficiency level that can be selected at this tab does not appear on the Matrix report. The **Supported by** field contains a **Yes** indicator if links to elements in the prerequisite task at the training audience level are made and a **No** indicator if links to elements in the prerequisite task at the training audience level are not made.*

- **Drill Gates Tab**

  This tab selection brings up the following window:

Figure 3-36: Critical Gates – Drill Gates Tab

The user can link drill tasks at this screen to drill tasks linked as **Supporting Drill Tasks** to any of the tasks in the Task Selection in the **Collective Task** Module. Refer to section 9.4.1.3 for details on linking information.

The **View All** and **View Not Linked** buttons provide the user with a picklist containing drills linked in the **Collective Task** Module. Use the two buttons as follows to perform this function:

1. Click the **View All** button to display Supporting Drill Tasks that are either linked or unlinked to this action.

or

2. Click the **View Not Linked** button to view-only Supporting Drills that are not linked to this action.

- **Individual Gates Tab**

  This tab selection brings up the following window:

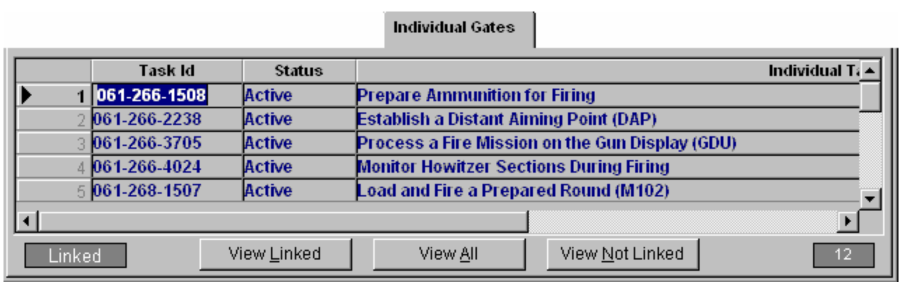


Figure 3-37: Critical Gates – Individual Gates Tab

This is where the user can show the individual tasks that must be completed prior to the execution of the action. Information here is created at the **Collective task, Individual task** tab in the **Collective** Module in ASAT, and shows the Individual Tasks linked to the Collective Tasks in the Task Selection. The folder will have records already linked if the user leaves the **Pre-fill Prerequisite Supporting Individual Tasks to the Critical Gates Tables** check-box checked in the *Action Summary* window in the CATS Builder. Select an Individual Task and click on the **Related Data** toolbar button to view related data at the individual task tab folder.

The **View All** and **View Not Linked** buttons provide you with a picklist containing individual tasks linked to the collective tasks in the Task Selection. Use the two buttons as follows to perform this function:

1. Click the **View All** button to display individual tasks that are linked to tasks in the Task Selection, but are either linked or unlinked to the action.

or

2. Click the **View Not Linked** button to view-only the individual tasks linked to tasks in the Task Selection, but NOT linked to the action.

- **Certification Gates Tab**

  This selection brings up the following window:

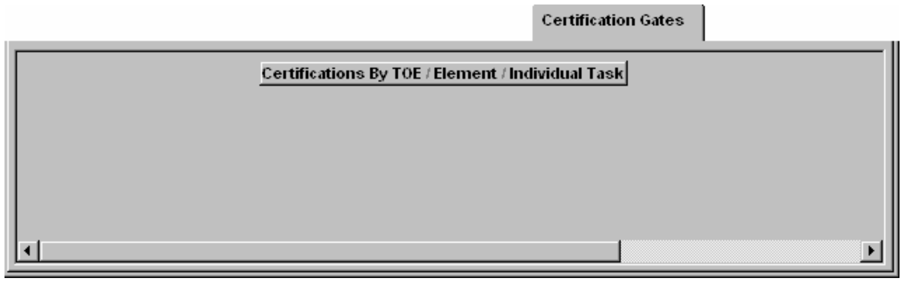


Figure 3-38: Critical Gates – Certification Gates Tab

This window shows the certifications that may be required prior to the execution of the action. This information comes from certification links to individual tasks supporting collective tasks in this action.

- **Back to Main Tabs**

  This selection takes you back to the main tab folders.

Calendars Tab

The **Calendars** tab brings up the following window:

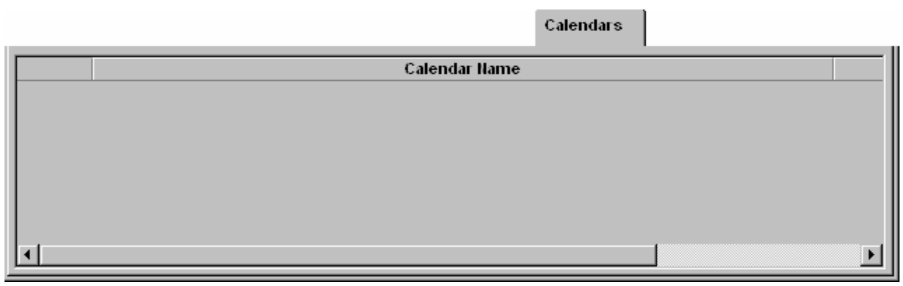


Figure 3-39: Action – Calendars Tab

This information shows calendars that use this action in the performance of a CATS strategy. This is a view-only tab that displays the following information:

Field	Description
Calendar Name	Displays the name that is associated with the calendar.
Calendar ID	Displays the identification number of the calendar.
Calendar Version	Displays the version of the calendar.

Terms Tab

This selection brings up the following window:

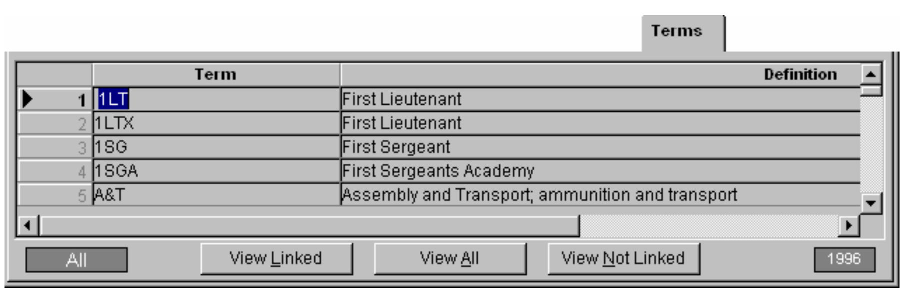


Figure 3-40: Action – Terms Tab

The **Terms** tab allows the user to view a list of terms and choose the term he or she wants to have linked to the action. Refer to section 9.4.1.3 for details on linking information.

Training Facilities Tab

The **Training Facilities** tab (Figure 3-41) allows the analyst to pick and link a specific facility for the training:

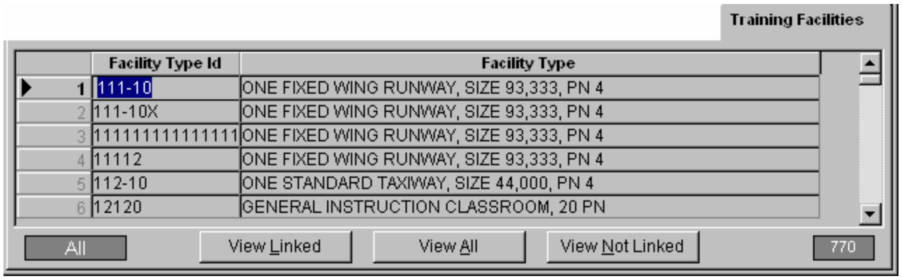


Figure 3-41: Action – Training Facilities Tab

Facility Categories Tab

The **Facilities Categories** tab (Figure 3-42) allows the user to view all the facility category options and to choose the facility category they want to have linked to the action. Refer to section 9.4.1.3 for details on linking information:

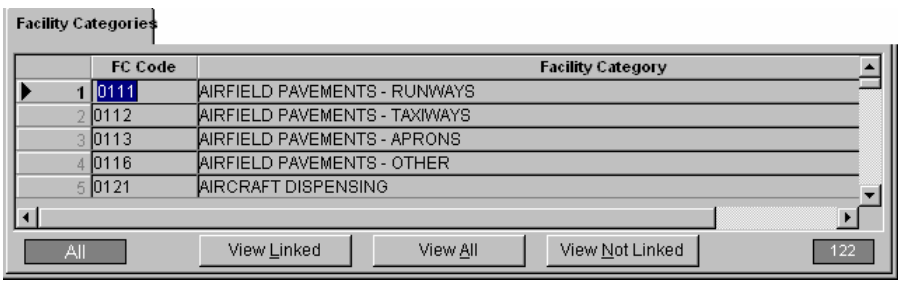


Figure 3-42: Action – Facility Categories Tab

Multi-Echelon Training Tab

The **Multi-Echelon Training** tab (Figure 3-43) contains actions that are trained concurrent with the current action, usually by subordinate and/or superior units. Users can use the **View All** button to filter the Actions in the database, and then link the actions that can be trained concurrent to training the current action. Refer to section 9.4.1.3 for details on linking information:

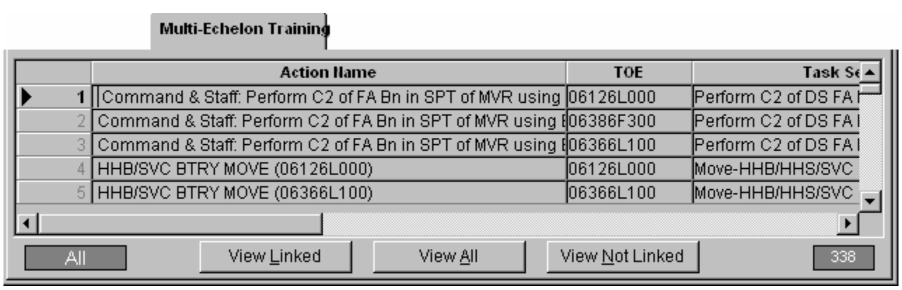


Figure 3-43: Action – Multi-Echelon Training Tab

The **Multi-Echelon Training** tab contains the following fields:

Field	Description
Action Name	The name of the CATS action.
TOE	The organization (TOE number) that trains the action.
Task Selection Name/ID	The Task selection and identifier used in this action.
TADSS Selection Name/ID	The TADSS selection and identifier used in this action.
Action Category	Displays the action category for the action.
Associated Reason	Describes the reason for linking the two actions.

Task/TADSS Tab

The **Task/TADSS** tab (Figure 3-44) selection brings up the following window:

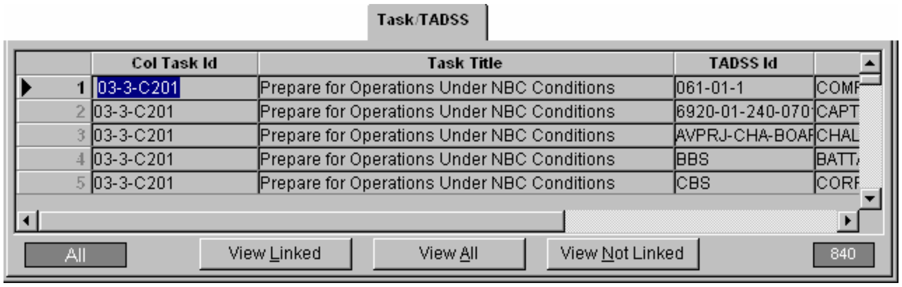


Figure 3-44: Action – Task/TADSS Tab

This tab option allows the user to link one of the tasks in the action's task selection to one of the TADSS in the action's TADSS selection. This is a **picklist** tab type. If either the task selection or the TADSS selection for the current action is empty, this tab is disabled. This information does not appear in any of ASAT reports.

Calendar Events Actions Tab

This is a **picklist** tab used to link actions to a Calendar Event created at the CATS Builder. This tab is active for Calendar Event Actions only. A calendar event is composed of multiple actions, which allows the user to group those actions together to show concurrent execution. It also allows the user to place one action onto a calendar and link the resources from all of the linked actions to that calendar. When a calendar event is placed on the calendar, it uses all the resources of the linked actions.

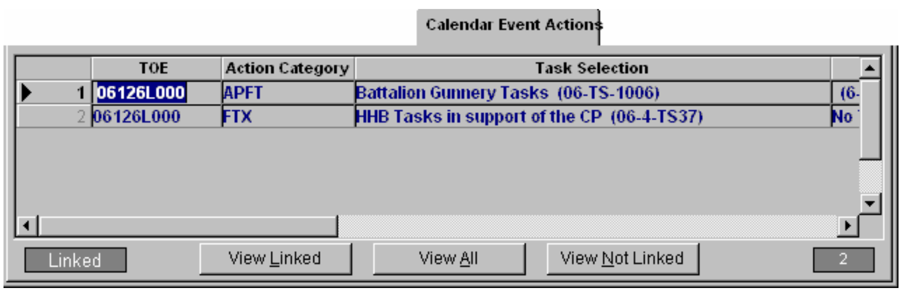


Figure 3-45: Action – Calendar Event Actions Tab

> ***Note:*** *All calendar events are either No Collective Tasks Selected (NCTS) or No Training Equipment (TADSS) Selected (NTES) action types. In addition, this tab is disabled if either the task selection or the TADSS selection for the current action is empty.*

The following columns appear on this tab:

Field	Description
TOE	Displays the TOE (organization) number that trains the action.
Action Category	Displays the action category for the action.
Task Selection/ID	Displays the Collective task selection and unique number used in the action.
TADSS Selection ID	Displays the TADSS name and unique number identifying the TADSS selection.
Action Name	Displays the name of the CATS action.
Action Assoc. Reason	Text field used to enter information on the association of the action to the calendar event.

TA Resource Rollup Tab

The **TA Resource Rollup** tab selection presents an additional set of four tabs that show the resources used by all training audiences for the specified tab. The four additional tabs are as follows: **Collective Task Rollup**, **LIN Rollup**, **DODIC Rollup**, and **Duty Position Rollup**. Each **TA Resource Rollup** tab selection is described in the following sub-sections.

- **Collective Task Rollup Tab**

  This selection brings up the following window:

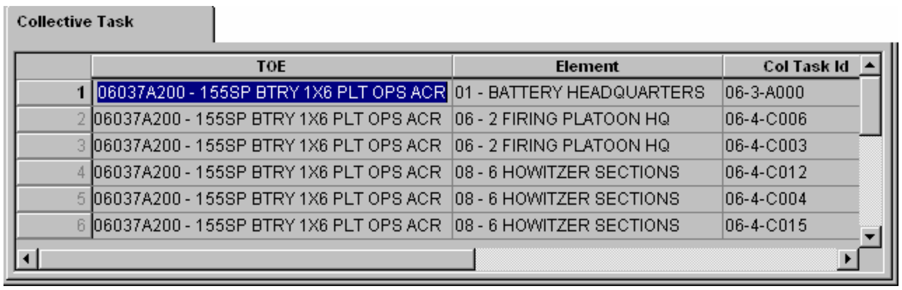


Figure 3-46: TA Resource Rollup – Collective Task Tab

The **Collective Task Rollup** tab (Figure 3-46) shows the collective tasks that all of the training audiences are performing for this action. This tab is for viewing purposes only.

- **LIN Rollup Tab**

  This selection brings up the following window:

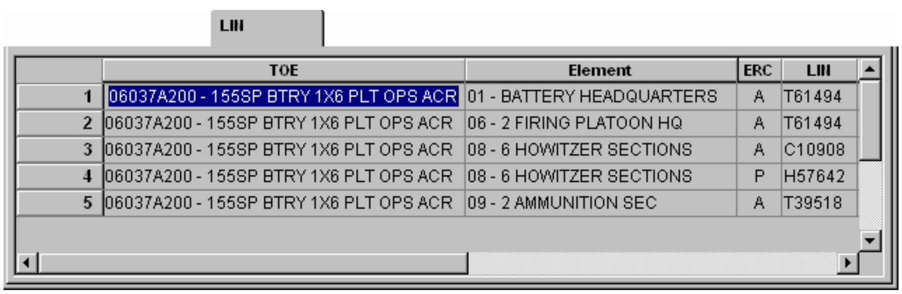


Figure 3-47: TA Resource Rollup – LIN Tab

The **LIN Rollup** tab (Figure 3-47) shows the Line Item Number (LIN) resources (equipment and fuel) that all of the training audiences are using for this action. This tab is for viewing purposes only.

- **DODIC Rollup Tab**

  This selection brings up the following window:

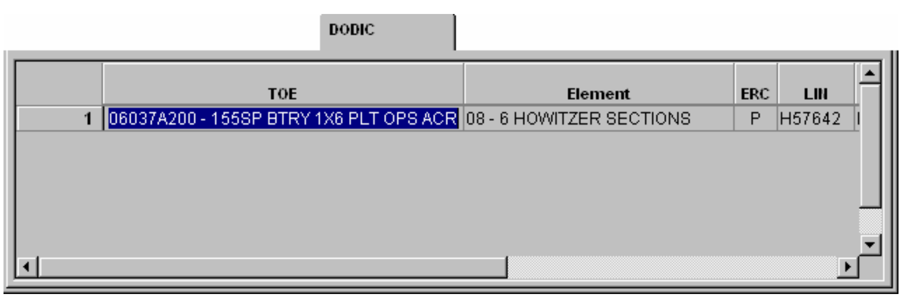


Figure 3-48: TA Resource Rollup – DODIC Tab

The **DODIC Rollup** tab (Figure 3-48) shows the DODIC resources (ammunition) that all of the training audiences are using for this action, both LIN and non-LIN related. The difference between the LIN and non-LIN DODIC items shown on this tab is the non-LIN DODIC items will not have a LIN ID. This tab is for viewing purposes only.

- **Duty Position Rollup Tab**

  This selection brings up the following window:

Figure 3-49: TA Resource Rollup – Duty Position Tab

The **Duty Position Rollup** tab (Figure 3-49) shows specific duty positions linked within each training audience, indicating duty positions that train in this action. If a training audience does not appear in this folder, it means that the whole training audience trains in this action. This tab is for viewing purposes only.

3.4 Create/Edit Calendar Timeline (Plan)

The **Create/Edit Calendar Timeline** option is used to create or modify a calendar, showing a recommended training plan to accomplish a specified training level. The user can create a calendar once he or she has built CATS Actions using a combination of the **CATS Builder** and the **Action Maintenance** functions. After selecting the **Create/Edit Calendar Timeline** menu option from the Power Panel, a *Calendar Maintenance* screen (Figure 3-50) appears:

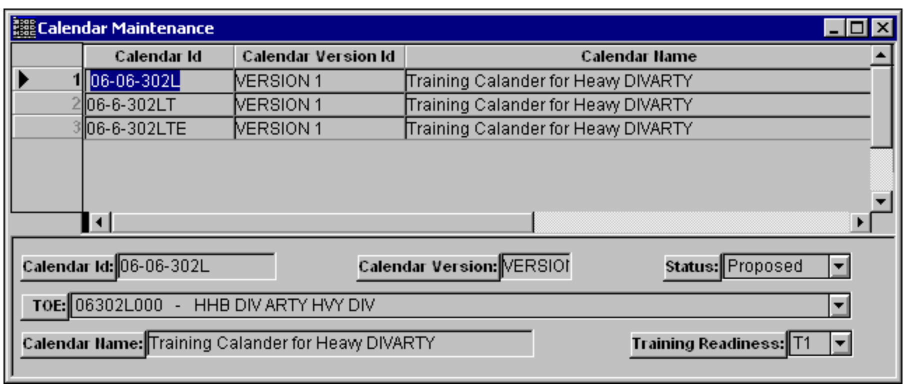


Figure 3-50: Calendar Maintenance Screen

The *Calendar Maintenance* screen displays a list of the calendars built in the program. The user has the option of selecting an existing calendar on the screen, creating a new calendar, or deleting a calendar. In addition, the user can go to the yearly calendar for a selected row by either selecting the **Data** menu and the calendar option or by clicking on the yearly calendar button .

Procedures for deleting, editing, and entering new data are as follows:

To delete a calendar record, click on the desired row and then click the **Delete Record** toolbar button .

To select an existing calendar for editing, click on the desired row, and then click the **Edit** toolbar button . You can edit the administrative data, but you must open the calendar to edit any of the entries.

To create a new calendar, click the **Insert** toolbar button .

Both the insert and edit selections will turn the background of the screen white for entering or editing information as shown in Figure 3-51:

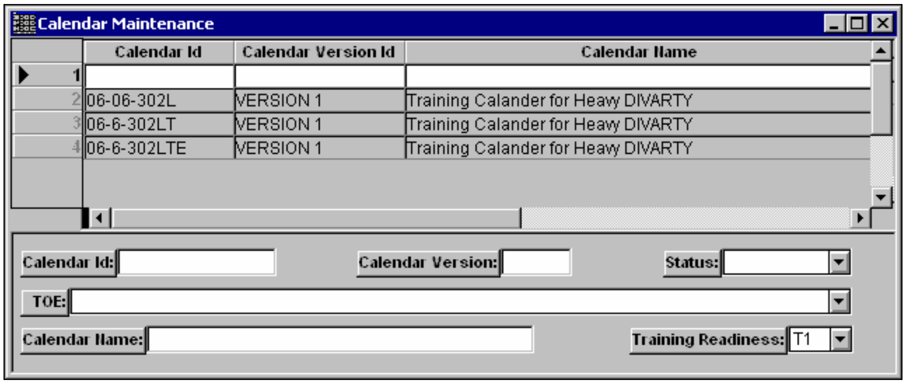


Figure 3-51: Calendar Maintenance Screen (Insert/Edit Mode)

Use the following procedures for making entries/modifications:

Field	Description
Calendar ID	Enter a unique number that identifies the calendar. This is based on a two-digit proponent code, a two-letter calendar identifier, and a four-digit sequence number (e.g., 6-CA-XXXX.) Entry in this field is mandatory when creating a new calendar.
Calendar Version ID	Enter a version number that the analyst will use to denote the newest calendar. The latest version number should have the most accurate information. Entry in this field is mandatory when creating a new calendar.
Calendar Name	Enter a name that will be printed on the calendar report.
TOE	This is a drop-down list of TOEs from which the analyst can select. The actions that will be available to build this calendar will be those built against the TOE selected. This list is tailored to the school (e.g., Field Artillery (FA) school will have FA TOEs.) Entry in this field is mandatory when creating a new calendar.
Training Readiness	Training readiness is based on AR 220-1 para. 7-5. Training readiness is the number of training days needed to reach full Mission Essential Task List (METL) proficiency. Training Readiness Level codes from the drop-down list are: T-1 equals 0-14 estimated days, T-2 equals 15-28 days, T-3 equals 29-42 days, and T-4 equals 43 or more days.
Status	Once the analyst has completed the calendar, it should be submitted to the reviewer as a **Proposed** calendar. The reviewer will examine the proposed calendar and will select the new status of the calendar from the drop-down list.

When entry is complete, select the **File** menu and choose the **Save** option or select the **Save** toolbar button .

3.4.1 Calendar Tab Folder

After entry/modification is made at the *Calendar Maintenance* screen, the user has the choice of selecting the related data option to access the tab folder to view or add related calendar information. This is done by selecting the **Related Data** toolbar button or by selecting **Data** then **Related Data** from the menu. The **Calendar Timeline** tab folder is shown in (Figure 3-52):

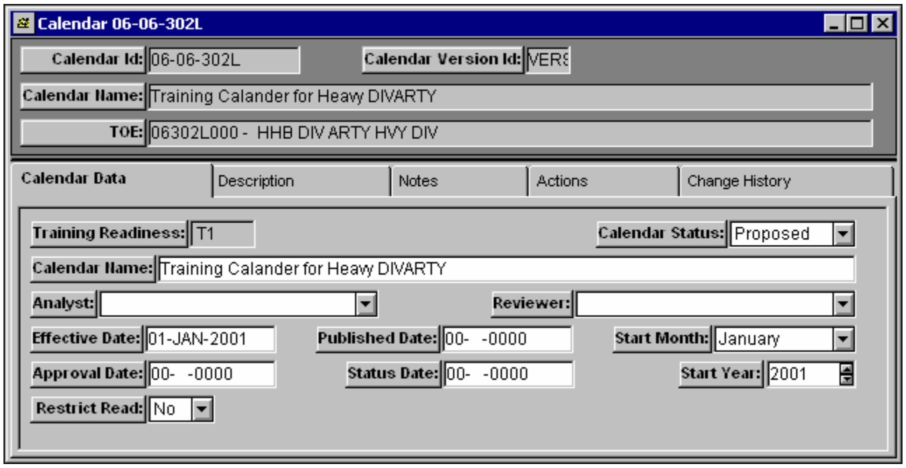


Figure 3-52: Calendar Maintenance Tab Folder

The four tab selections are described in the following subsections.

Calendar Data Tab

Information entered at the *Calendar Maintenance* screen appears on the **Calendar Data** tab (Figure 3-52). This includes **Calendar Id**, **Calendar Version Id**, **Calendar Name**, **TOE**, **Status**, and **Training Readiness**. Refer back to the *Calendar Maintenance* screen (Figure 3-50) for field definitions. This is a **detail** tab type. Additional fields that can be entered/modified are as follows:

Field	Description
Analyst	Select the name of the person who builds and edits the CATS strategy. Double-click in the field to view details on the person.
Reviewer	Select the name of the person who supervises the analyst. Double-click in the field to view details on the person.
Effective Date	Enter the date in which the approved training calendar becomes effective. Double-click in the white field area to get the ASAT calendar. The calendar is used to select a date that will automatically be inserted in the field.
Published Date	Enter the date in which the approved training calendar becomes effective.
Start Month	Select from the drop-down list box the month the training calendar is to start.
Approval Date	Enter the date that the reviewer approved the calendar.
Status Date	Enter the effective date of the calendar status.
Start Year	Enter the year the training calendar will begin.
Restrict Read	This drop-down list box is used to limit accessibility to the details of a record to only the people actively working on the record (point of contact, subject matter expert (SME)/analyst, or system administrator.) If the **Restrict Read** is set to *Yes*, the record will appear in the grid view, but will not allow users other than the point of contact, SME/analyst, or system administrator to open or edit the tab folder information. If the **Restrict Read** is set to *No*, users will have viewing and modification privileges as defined by the current ASAT user definition. Only the individuals listed above can set the record restriction.

Description Tab

The **Description** tab (Figure 3-53) is a **block** tab used to enter or edit description information for the calendar. Refer to section 9.4.1.2 for details on **block** tabs.

Figure 3-53: Calendar – Description Tab

Notes Tab

The **Notes** tab (Figure 3-54) is a **block** tab used to enter or edit description information for the calendar. Refer to section 9.4.1.2 for details on **block** tabs.

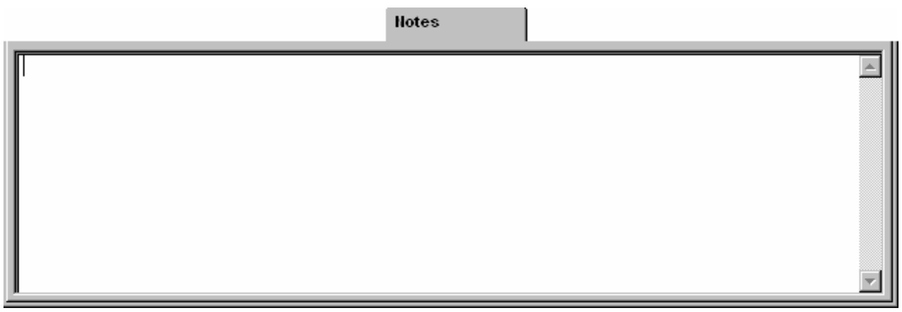


Figure 3-54: Calendar – Notes Tab

Actions Tab

The **Actions** tab (Figure 3-55) produces a **view-only** window that presents a summary of the actions that are on the calendar.

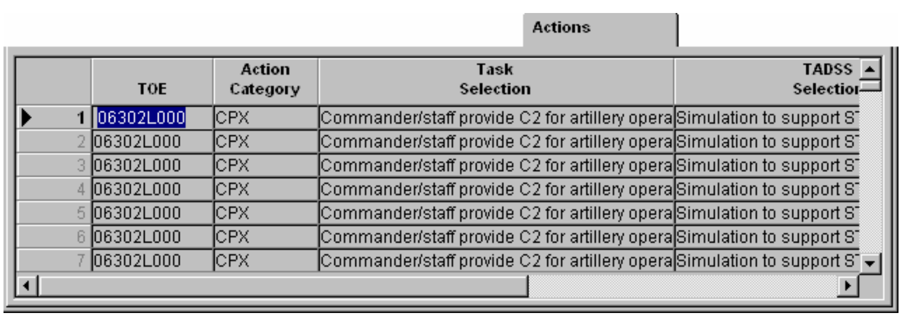


Figure 3-55: Calendar – Actions Tab

After making the desired modifications or entries at the tab folder screens, select the **File** menu and then choose the **Save** option. Next, select the calendar option from the **Data** menu or select the **Calendar** toolbar button to access the calendar shown and described in section 3.4.1.1.

3.4.1.1 CATS Yearly Calendar

The **CATS Yearly Calendar** is used to edit the calendar data for the specified organization and training level. Select **Data** then **Calendar** from the menu or click on the yearly calendar toolbar button to access the *Yearly Calendar* data window (Figure 3-56). The example shown is of an existing calendar. When editing a new calendar, the window area would be blank.

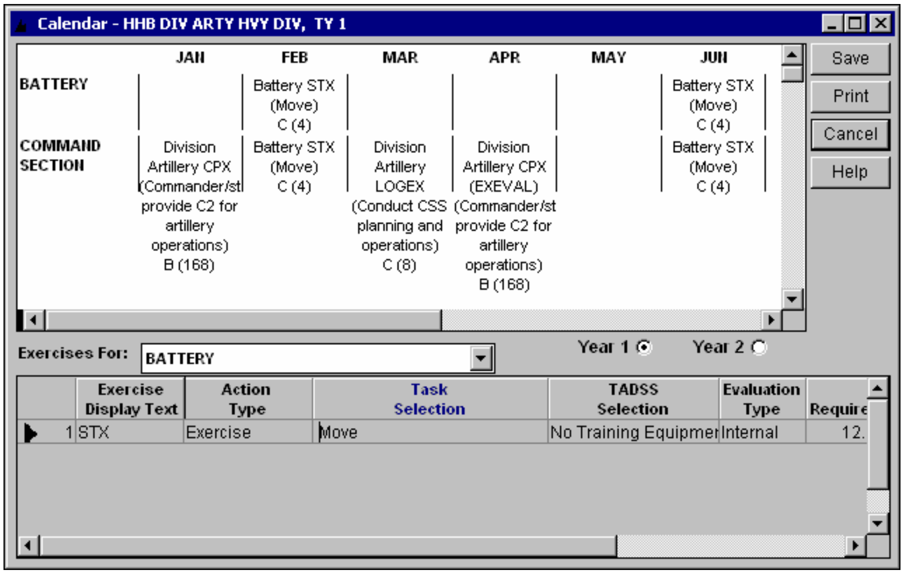


Figure 3-56: CATS Yearly Calendar

The calendar window has four major areas:

1. The top portion of the screen contains the record name, the toolbar icons, and the menu bar options. The menu bar options include **File**, **View**, **Data**, **Window**, and **Help**. These menus are identical to the corresponding ASAT menus. Refer to Chapter 9 for details on the menu options. The **View** menu bar on the yearly calendar has a unique option, **Task Selection Summary**, which is described in section 3.4.1.2.
2. The upper pane contains a time line with months across the top (default is numeric sequence), Training Audiences (elements) down the left side; and, once entered, information on when the action(s) are trained, including the duration of the event and the quality of the event. Only one year of information is displayed depending on the year button selected in the command/selection area described in item 3 that follows.

   Note: *When an action/event is added to the calendar, resources are automatically added based on the values set in the* ***CATS Create/Edit Actions*** *menu option.*

3. The command/selection area includes the command buttons on the right side of the calendar window and the **Exercises For** and year selection areas between the upper and lower panes.
4. The lower pane displays all of the actions and events that are appropriate for the element selected in the **Exercises For** list in the command/selection area. These elements are elements linked as Training Audiences for the actions built against this TOE. The actions shown are only those identified as relevant to the readiness level of the associated plan. The blue font at the top of a column indicates which column is currently being used to sort the actions. You can change your sort by double-clicking on the desired column header.

Field	Description
Exercise Display Text	The Action Category for the action.
Action Type	Reflects the type of performance that is to occur (e.g., operational, support, and garrison.)
Task Selections	Displays the collective task selection trained in this action.
TADSS Selection	Displays the TADSS selection used in this action.
Evaluation Type	Displays how the action is evaluated using assets either organic to the unit or by an outside entity.

Field	Description
Required	Indicates the number of times that the action should be trained in order to obtain/maintain proficiency.
Used	Reflects the number of times that the action is dragged/dropped in the calendar. As actions are dragged/dropped, this number increases. If the number in this column for an action exceeds the number in the **Required** column, it will turn red in color to indicate to the user that he or she has exceeded the required frequency.
Duration	The length of time in hours it takes to train this action.
Quality Code	This code measures the level of realism (fidelity) that this action will provide. It is measured on an A-D scale. The lower the letter (fidelity), the more realistic the training.
Echelon	Identifies the hierarchical level of the action.

All the actions shown are linked to a certain readiness level. For example, the tasks shown in Figure 3-56 are for a T1 readiness level. In the action maintenance (**Readiness** tab), the analyst can input different frequencies and durations for different readiness levels. You can select a different element at the **Exercises For** box and the corresponding actions will appear in the lower portion of the screen.

The elements on the upper pane of the data window come from the **Training Audience** tabs in the *Action Maintenance* screen. The actions displayed in the lower portion of the window are those that have been created at the *Action Maintenance* screen and that have been linked to the currently displayed element and the calendar's readiness level. Refer to section 3.3, Create/Edit Actions, for more information.

> ***TIP:*** *When viewing information on the calendar, the user can create a split screen by pointing the mouse at the bottom of the horizontal scroll bar and dragging the split bar to the desired position. This is useful in keeping the elements listed on the left in view while editing/scrolling to the right.*

Use the following procedures to enter information on the calendar:

1. To *populate* the window, click on an (action) on the lower pane and then drag the information from the lower pane to the desired position on the upper pane. You can have multiple actions for one month/element. On the calendar portion of the screen, a new row is added for extra (non-equal) actions. Multiples of the same action will display a number increment before the action.

   > ***Note:*** *The* ***Required*** *column in the bottom pane indicates the number of times that the selected action will have to be performed in order to obtain/maintain proficiency. As the analyst selects the task, the overall number required to achieve proficiency is reduced as shown in the* ***Used*** *column. The number of times that the action will have to be performed will depend on the information the analyst has provided in the CATS Builder or Action Maintenance screens. To populate the year-two calendar, select the* ***Year 2*** *button and populate the actions there.*

2. To *copy* an action from one month to another month, press the **[Control]** key then click the mouse on the action and drag it to the desired month.
3. To *move* an action to another month, click the mouse on the action and drag it to the desired month. If an action is not applicable to an element, the action cannot be added for that element.
4. To *delete* an action from all elements, press the **[Shift]** key and click and drag the information to the lower portion of the window with the mouse. This also deletes multiple occurrences of the action. To delete an action from just one element, click the left mouse button on the action and drag it to the lower window.

   > ***Note:*** *When moving or copying an action, the action is moved or copied for all elements that are part of the training audience for the action. When deleting, the user must hold down the* ***[Shift]*** *keyboard button, then drag the action to the lower pane if he or she wants to delete the action for all training audience elements. Dragging the action down to the lower pane without holding the* ***[Shift]*** *button down will delete the action only from the element that the user selects it from. When an action/event is copied, moved, or deleted, the resources follow it or are deleted if the delete option is selected.*

5. If there is an echelon specified for the action, it is included on the calendar, and drag/drop will move all related elements at the same time to populate the calendar.

6. To change the current element filter for the lower window on the calendar, click the arrow next to the **Exercises For** box and select the new element from the drop-down list.
7. Months at the top default to numbers if no start-month is specified. To change, click **Data** then **Label Calendar Months** on the menu. Details on this option are provided in section 3.4.1.4.
8. The **Year 1** and **Year 2** buttons toggle between showing the 1st and the 2nd year (a plan holds two years.)
9. The **Action Maintenance** tab folders can be accessed from the calendar to view or modify an existing action. Select **Data** from the menu then choose **Related Data**.

   Note: *A selection done in this manner will bring up the action focused on the lower pane.*

   Right-clicking the mouse button on a selected action on the upper pane or on an action row on the lower pane will bring up a shortcut menu to access the **Related Data** option for the selection. Details on the **Action Maintenance** tabs are provided in section 3.3.1.
10. A **detail** screen can be accessed at the calendar to view details on the action. Select a row on the lower pane then click the **Data** menu and choose **Detail Data** to bring up the screen data for that row (or right-click the mouse button on a selected row for a shortcut menu to get to the detail data screen.) Right-clicking on a selected action on the upper pane will bring up a shortcut menu to access the detail screen for the action selected. Refer to section 3.4.1.4 for details on this option.
11. The four buttons on the side of the yearly calendar window are used as follows:
    Save is used to save the information entered or modified. A *Change History* window appears to allow you to make comments.
    Cancel is used to exit the calendar without saving information.
    Help provides information on the current window.
    Print is used to print the current calendar. The following print dialog screen (Figure 3-57) appears to allow users to select options:

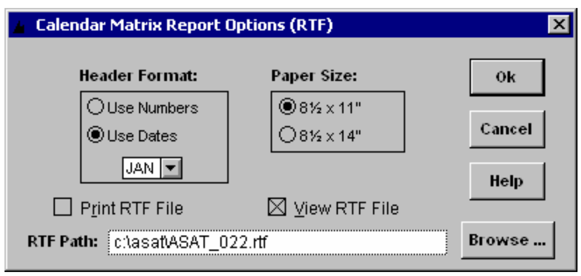


Figure 3-57: RTF Report Options

The options presented on the print dialog box are as follows:

Option	Description
Paper Size	You can print the calendar on short (8 ½ x 11) or long (8 ½ x 14) paper.
Header Format	**Use Numbers:** Prints the calendar heading in a number format. **Use Dates:** Prints the calendar in a month format. For the **Use Date** option, select the starting month from the drop-down list box that appears on the dialog box.
Print RTF File	Brings the calendar up in Microsoft Word then automatically prints the current report to a designated printer and closes Word.
View RTF File	Brings the report up in Microsoft Word for viewing/editing. To print, the user must select the print option from Microsoft Word.
RTF Path	Specifies the file path of the resultant RTF file for this report.
Print dialog button options	Click **OK** to process the information. Click **Cancel** to exit without printing. Click **Help** for help information on the active window. Click **Browse** to select a folder.

3.4.1.2 Yearly Calendar View Menu/Task Selection Summary Screen

This window, available as an option from the **View** menu on the *CATS Yearly Calendar* window, displays the number of occurrences of a particular task selection on the calendar as well as the recommended frequency for the task selection. Users can print the information to a connected printer.

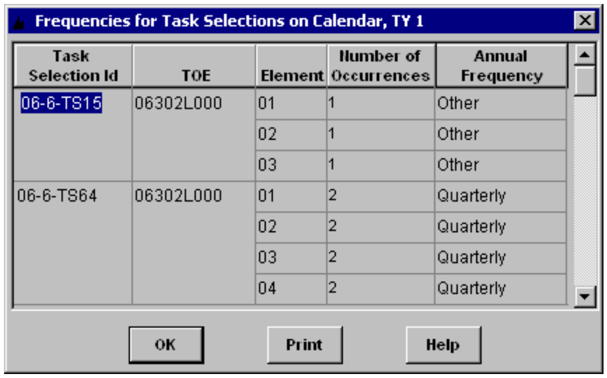


Figure 3-58: Yearly Calendar Task Selection Summary Menu

3.4.1.3 Yearly Calendar View Menu/Change History

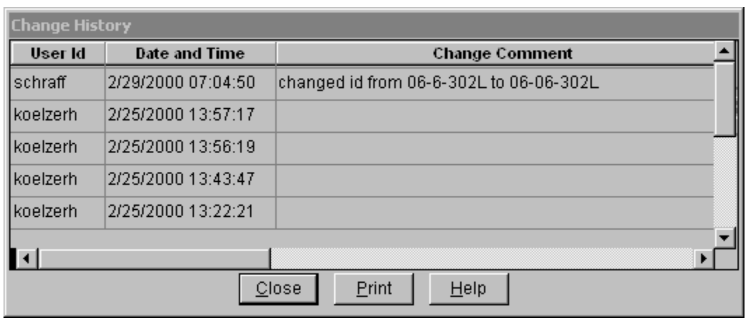


Figure 3-59: Change History View Menu

This window allows the user to view and print the change history for a selected row (record) that has been generated automatically by ASAT when a calendar is modified, inserted, or copied.

3.4.1.4 Yearly Calendar Data Menu

Select **Data** from the menu listing at the top of the screen to access additional options for the Yearly Calendar. The options are shown in Figure 3-60.

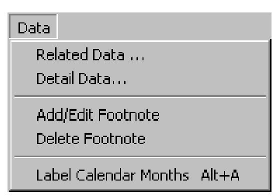


Figure 3-60: Yearly Calendar Data Menu

- **Related Data**

This option brings up the **Action Maintenance** tab folders. The tab folders allow the user to view or modify the action data represented from a selected row on the lower pane of the calendar window. The **Related Data** option also appears for a selected row on the lower pane if you right-click with the mouse button and choose **Related Data** from the shortcut menu. If you want to see the related data for an action displayed on the upper pane, you must right-click the mouse button on the specific action on the upper pane, which brings up a shortcut menu to select the **Related Data** option.

__Note:__ Refer to section 3.3 for details on the __Create/Edit Actions__ function.

- **Detail Data**

This option shows details on the action data represented from a selected row on the lower pane of the calendar window. The detail data option also appears for a selected row on the lower pane if you right-click the mouse button and choose **Detail Data** from the shortcut menu. If you want to see details for an action displayed on the upper pane, you must right-click the mouse button on the specific action on the upper pane, which brings up a shortcut menu to select the **Detail Data** option. The following window appears when selected:

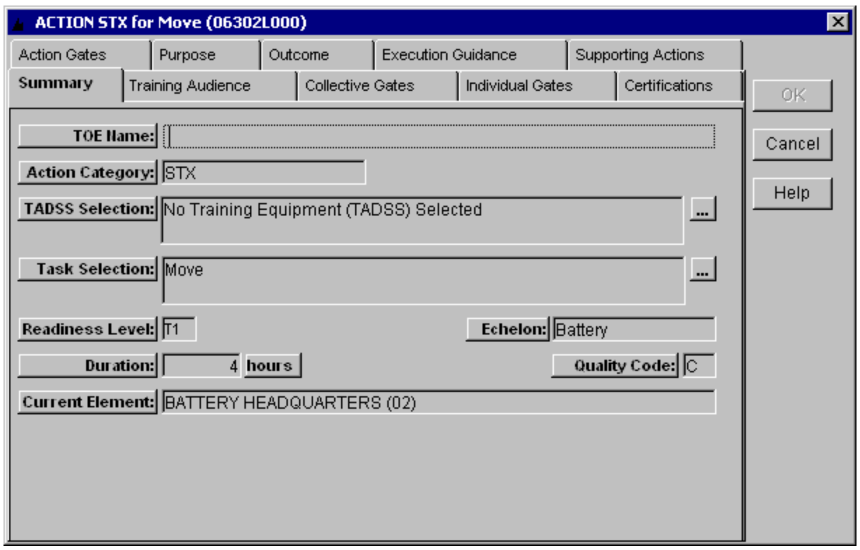


Figure 3-61: Detail Data Screen

This information comes from the **Action Maintenance** function (refer to section 3.3.) The purpose of this screen is to provide a brief overview of the action. Click a tab selection to view the related action data. All information except for information on the footnote tab is for viewing only.

__Special Note:__ The following tabs (__Non-LIN DODIC__, __LIN__, __LIN-DODIC__, and __Duty Position__) only appear when the user right-clicks on an action in the calendar (upper pane) and show only the resources linked to the element where the user right-clicked. The user can edit the resource data for the element in these tabs. The user can delete resources or edit the LIN quantity, OPTEMPO miles/hours/minutes, etc. without having to go to the action's tab folders.

__Note:__ A footnote tab selection appears if the __Detail__ screen was selected on an action from the upper pane area. Details on using the footnote option are described later in this section.

When done, click the **OK** button to process changes that may have been made for the **Resources** tab options or click the **Cancel** button to exit without saving any changes. The calendar window is then redisplayed.

Right-clicking the mouse on the __Summary__ tab will give you a list of the tasks or TADSS for the current selection.

- **Create/Edit Footnote**

This option is used to add footnote information for an action. The footnote will appear at the bottom of the printed calendar. This option can be selected in three ways:

1. From the **Data, Add/Edit Footnote** menu option.
2. From the **Footnote folder** tab option on the *Details* screen.
3. By right-clicking the mouse on an action in the calendar area and selecting **Add/Edit Footnote** from the shortcut menu. After making the selection, the *Create/Edit Footnote* window (Figure 3-62) displays:

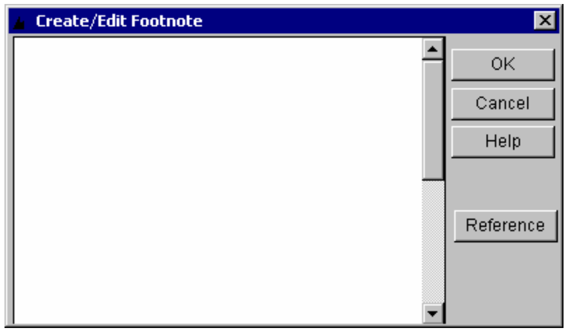


Figure 3-62: Create/Edit Footnote

Enter the footnote information in the data entry window provided. The buttons on the side of the window function as follows:

Field	Description
OK	This button is used to process the footnote information. An asterisk next to an action in the calendar pane indicates that the action has a footnote. On the printed calendar, a number will appear next to the element along with a corresponding numbered footnote at the bottom of the page.
Cancel	This button exits the footnote window without making any changes.
Help	This button brings up help information for the active window.
Reference	This button allows you to create a reference to a footnote that already exists. A footnote selection window appears to make the footnote selection. ***Note:*** *The reference selection actually makes a copy of a footnote. Editing a footnote with multiple references causes it to be given a new reference number, while the other references stay the same.*

- **Delete Footnote**

This option is used to delete a footnote. A deletion is made by placing the cursor on an action in the calendar that has a footnote, then right-clicking with the mouse to access the **Delete** option from the shortcut menu. It is also possible to delete a footnote by selecting **Data, Delete Footnote** from the menu. A confirmation prompt appears to verify the deletion before it is made.

- **Label Calendar Months**

This option is used to define the start month on the top of the current calendar. The *Select Starting Month for Calendar* window (Figure 3-63) is displayed:

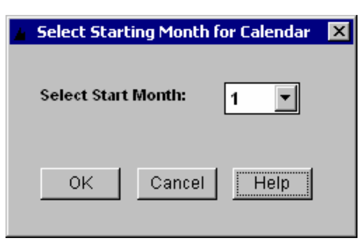


Figure 3-63: Select Start Month

Click the arrow next to the **Select Start Month:** box to select the start month.

Click the **OK** button to accept the selection or click the **Cancel** button to exit without making any changes. Months at the top of the calendar default to numbers if no start-month is specified.

3.4.1.5 Action Maintenance Tab Folders

The **Action Maintenance** tab folder (Figure 3-21) can be accessed at the calendar to view or edit existing action data. The user can access the **Action Maintenance** tab folders once he or she has completed the CATS Builder process (refer to section 3.2.)

To view the **Action Maintenance** tab folder for a selected action on the lower pane, click on the row and then select the **Data** menu and then choose **Related Data** from the menu (or right-click the mouse button on the row and choose the **Related Data** button from the shortcut menu.) To view the **Action Maintenance** tab folders for an action displayed on the upper pane, right-click on a specific action on the upper pane and choose **Related Data** from the shortcut menu. After making a selection, the **Action Maintenance** tab folders appear. Refer back to section 3.3.1, Action Maintenance tab folder, for details.

3.5 Create/Edit Collective Task Selections

This option from the Power Panel accesses the *Task Selection Maintenance* grid and tab folders used to add, edit, and delete collective task selections. This grid displays records that have been created at the *CATS Builder* or within this window. A filter screen first appears allowing you to choose the task selections that will appear on the maintenance grid. After making the filter selection, the following maintenance grid example appears:

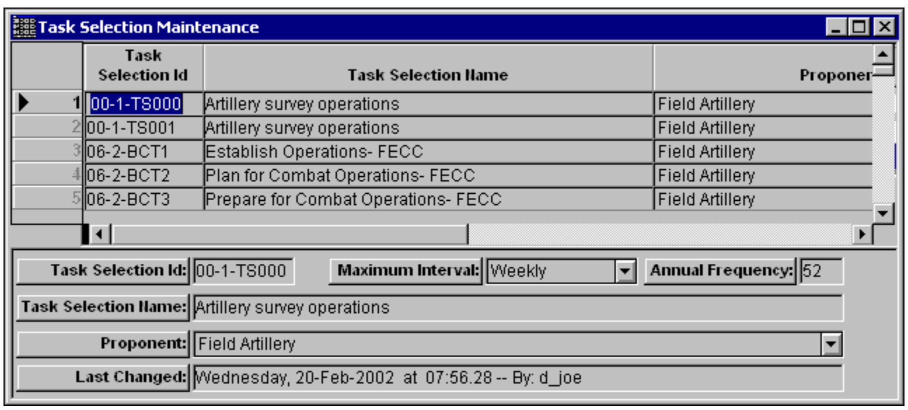


Figure 3-64: Collective Task Selection Maintenance Screen

The *Task Selection Maintenance* grid (Figure 3-64) is a **grid-detail** view of Collective Task data created at the CATS Builder or within this grid. You can scroll horizontally to the right to view additional data. From this screen you can add (insert), edit, and delete collective task selection records.

> ***Note:*** *Refer to section 9.3, Grids, for an explanation and procedures on using the ASAT grids. Section 9.3 also includes details on how to perform the insert, edit, and delete functions and includes details on searching for records displayed on the grid.*

Each record contains the following information listed in the grid columns:

Field	Description
Task Selection Id	Displays the Task Selection identifier. This field must have an entry when creating a new task selection. *NCTS* indicates that no collective tasks are created for the action.
Task Selection Name	Displays the Task Selection name.
Annual Frequency	This field displays the frequency per year the task selection should be trained (e.g., yearly, quarterly, monthly, weekly, and daily.)
Proponent	Shows the proponent agency responsible for the task.
Last Changed	Shows the date and time the record was last changed. This field is entered automatically. Double-click in the field to view details on the person who made the most recent change.

Field	Description
Show Tasks	Click on the set of dots located on the last column to view the Collective Tasks that make up the Task Selection for the row highlighted.

3.5.1 Collective Task Selections Tab Folder

To add text and other Collective Task links to an action, from the *Task Selection Maintenance* grid, click the **Data** menu and then choose **Related Data** or click the **Related Data** toolbar button to reach the **Collective Task Selection** tab folder window (Figure 3-65):

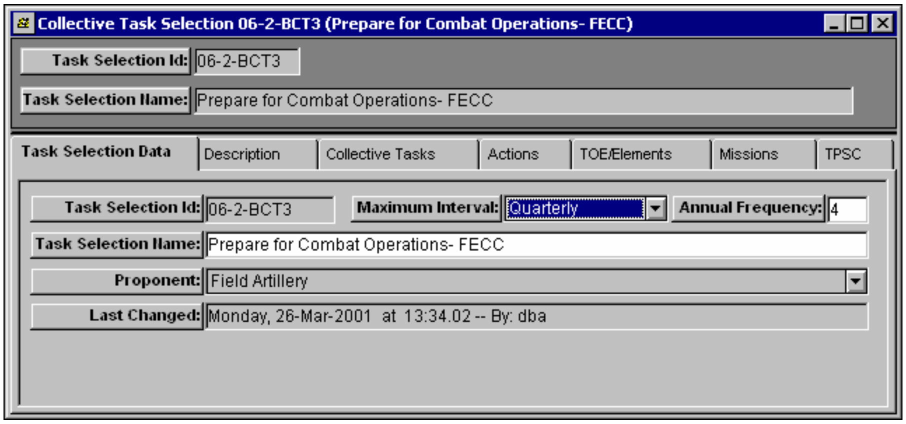


Figure 3-65: Collective Task Selection Tab Folder

The tab folder view provides the user access to all the data associated with a record. Click on the desired tab folder to access the information.

The user can also create a new Task Selection from the *Task Selection Maintenance* grid. Select **Data, Insert Record** or click on the **Insert Record** toolbar button. The user must then enter a **Task Selection ID**, **Task Selection Name**, and **Frequency** (similar to creating a task selection in the CATS Builder.) The user then saves the changes, selects the record he or she just created, selects **Data, Related Data** or clicks on the **Related Data** toolbar button, and enters the relevant data/links.

The seven tab folder selections are described in the following sub-sections:

Task Selection Data Tab

The **Task Selection Data** tab (Figure 3-65) contains details from the record selected at the Task Selection grid. Information can be added or modified. This is a **detail** tab option. Refer to section 9.4.1.1 for information on using this type of tab. The fields that appear on this screen are as follows:

Field	Description
Task Selection Id	This field displays the task selection identifier.
Annual Frequency	This field displays the frequency per year the task selection should be trained (e.g., yearly, quarterly, monthly, weekly, and daily.)
Task Selection Name	This field displays the task selection name.
Proponent	This field displays the proponent agency responsible for the task.
Last Changed	This field displays the date and time the record was last changed. This field is entered automatically.

Description Tab

The following window appears when the **Description** tab is selected:

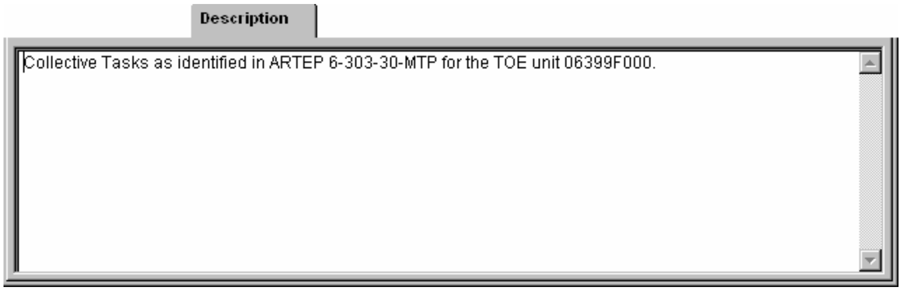


Figure 3-66: Collective Task Selection – Description Tab

This window is used to enter a description for the Collective Task selection. Refer to section 9.4.1.2 for detailed instructions on entering information in **block** tabs.

Collective Tasks Tab

The following window appears when the **Collective Task** tab is selected:

__Note:__ This tab is disabled for NCTS selections.

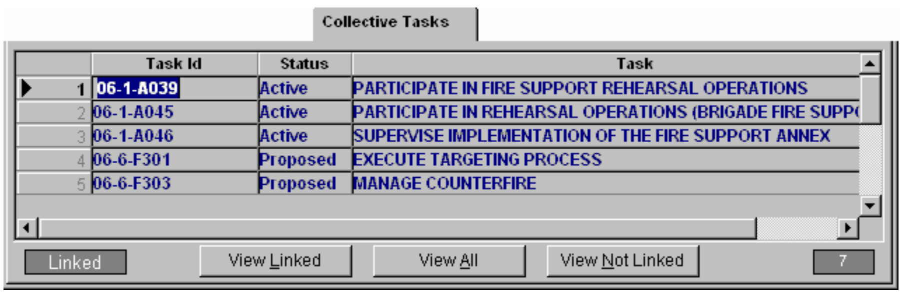


Figure 3-67: Collective Task Selection – Collective Tasks Tab

The **Collective Tasks** tab lists those tasks that make up the task selection. Additional collective tasks can be linked to the task selection. This is a **picklist** tab. Refer to section 9.4.1.3 for instructions for using the picklist tab to link information. Click the **View All** button to bring up a filter that allows you to limit the tasks that will appear on this window.

Actions Tab

The **Actions** tab (Figure 3-68) shows all the actions that use this task selection. This window is for viewing purposes only.

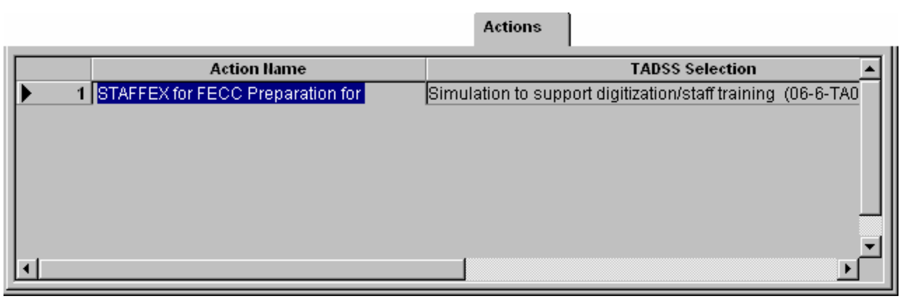


Figure 3-68: Collective Task Selection – Actions Tab

TOE/Elements Tab

This **TOE/Elements** tab (Figure 3-69) displays all the tasks in the task selection and the TOE/Elements they are linked to (in the **Elements/Frequency** tab in the **Collective** Module.) This window is for viewing purposes only.

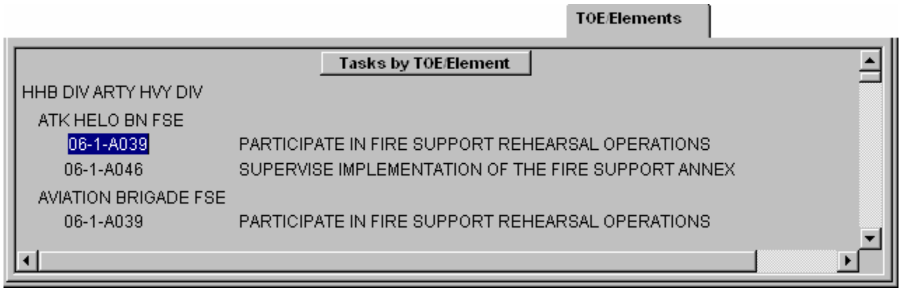


Figure 3-69: Collective Task Selection – TOE Elements Tab

Missions Tab

The **Missions** tab (Figure 3-70) option is similar to the **TOE/Elements** tab option described previously except that this tab option shows how the collective tasks are linked to missions.

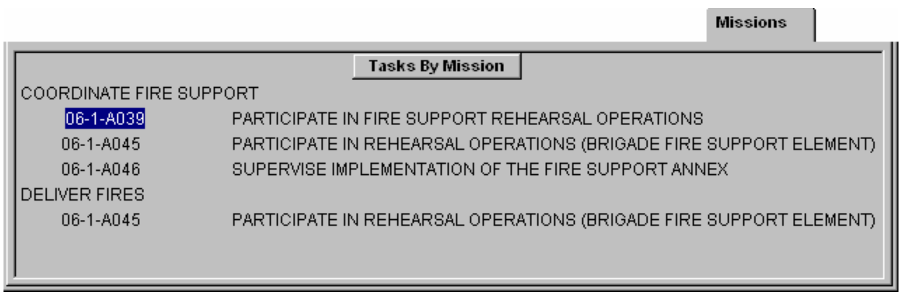


Figure 3-70: Collective Task Selection – Missions Tab

Task Performance Support Codes (TPSC) Tab

The **TPSC** tab (Figure 3-71) presents a summary of various TPSC codes at the task and task step performance level on the ability of a TADSS to support the task. This window is for viewing purposes only.

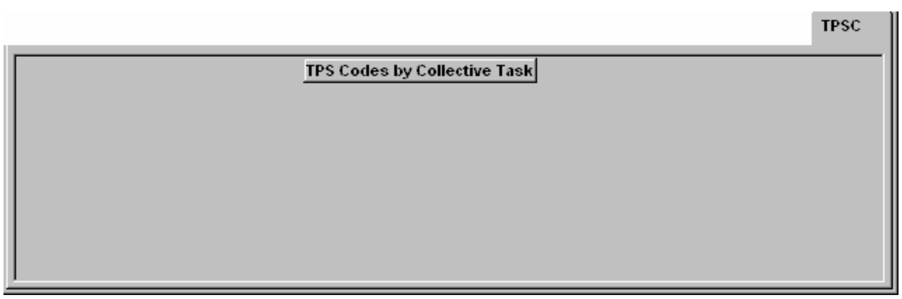


Figure 3-71: Collective Task Selection – TPSC Tab

3.6 Create/Edit TADSS Selections

This option from the Power Panel accesses the *TADSS Selection Maintenance* grid and tab folders used to add, edit, and delete Training Aids, Devices, Simulators, and Simulations (TADSS) selections records. This grid displays records that were created at the CATS Builder or within this grid. When selected, a filter screen first appears allowing you to choose the records that will appear on the *TADSS Selection Maintenance* grid (Figure 3-72). After choosing the filter, the grid will appear:

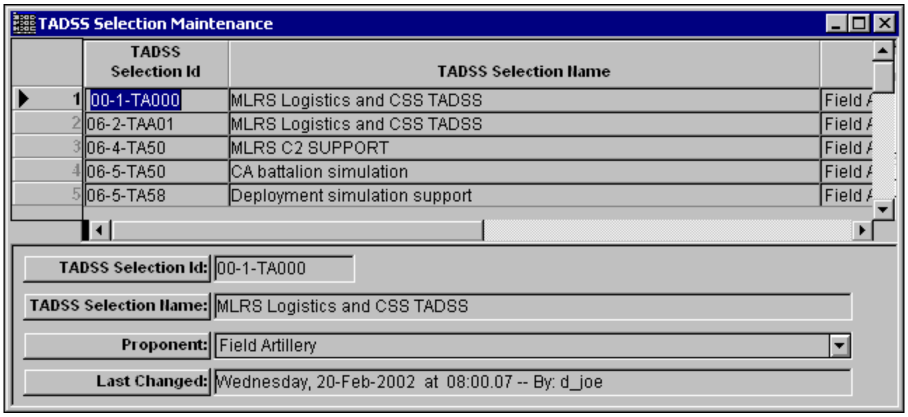


Figure 3-72: TADSS Selection Maintenance Grid

The *TADSS Selection Maintenance* grid presents a **grid** view of TADSS data created at the CATS Builder or in this window. You can scroll horizontally to the right to view additional data. From this screen you can add (insert), edit, and delete TADSS records.

The user can also create a new TADSS Selection from the *TADSS Selection Maintenance* grid. Select **Data, Insert Record** or click on the **Insert Record** toolbar button. The user must then enter a TADSS Selection ID and TADSS Selection Name, (similar to creating a TADSS selection in the CATS Builder.) The user then saves the changes, selects the record he or she just created, selects **Data, Related Data** or clicks on the **Related Data** toolbar button, and enters the relevant data/links. Refer to section 9.3 for an explanation and procedures on using the ASAT grids. Section 9.3 also includes details on how to perform the insert, edit, and delete functions and includes details on searching for records displayed on the grid.

Each record contains the following information listed in the columns on the grid:

Field	Description
TADSS Selection Id	Displays the TADSS identifier. This field must have an entry when creating a new TADSS selection. *NTES* indicates that no TADSS are created for this action.
TADSS Selection Name	Displays the TADSS name.
Proponent	Shows the proponent agency responsible for the record.
Last Changed	Shows the date and time the record was last changed. This field is entered automatically. Double-click in the field to view details on the person who made the most recent change.
Show TADSS	Click on the set of dots located on the last column to view the TADSS that make up the TADSS Selection for the row highlighted.

3.6.1 TADSS Selection Tab Folder

To add text and other **TADSS Links** to a TADSS Selection, from the *TADSS Selection Maintenance* grid click the **Data** menu and then choose **Related Data** or click the **Related Data** toolbar button to reach the **TADSS Selection** tab folder window (Figure 3-73):

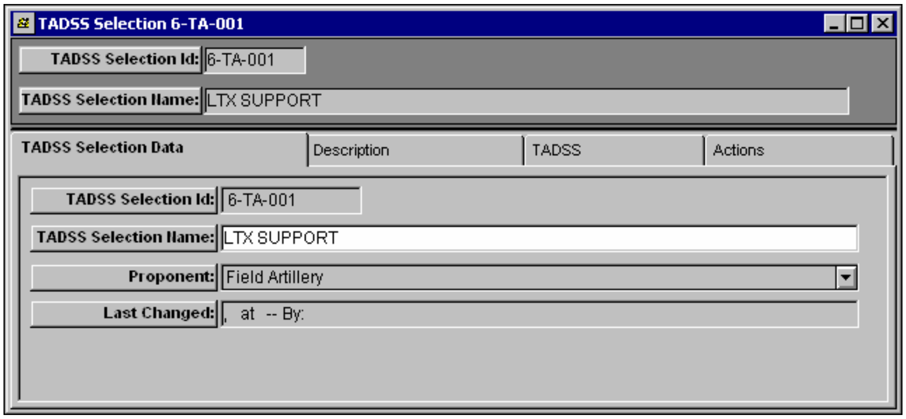


Figure 3-73: TADSS Selection Tab Folder

The tab folder view provides the user access to all the data associated with a record. Click on the desired tab folder to access the information. The four tab folder selections are described in the following sub-sections.

TADSS Selection Data Tab

The **TADSS Selection Data** tab (Figure 3-73) contains the details from the record selected at the *TADSS Maintenance* grid. Information can be added or modified. The fields that appear on this screen are as follows:

Field	Description
TADSS Selection Id	This field displays the TADSS selection identifier. *NTES* indicates no TADSS are selected.
TADSS Selection Name	This field displays the TADSS selection name.
Proponent	This field displays the proponent agency responsible for the record.
Last Changed	This field displays the date and time the record was last changed. This field is entered automatically. Double-click in the field to view details on the person who made the most recent change.

Description Tab

The **Description** tab (Figure 3-74) is used to enter a description for the TADSS selection. Refer to section 9.4.1.2 for detailed instructions on entering information in **block** tabs.

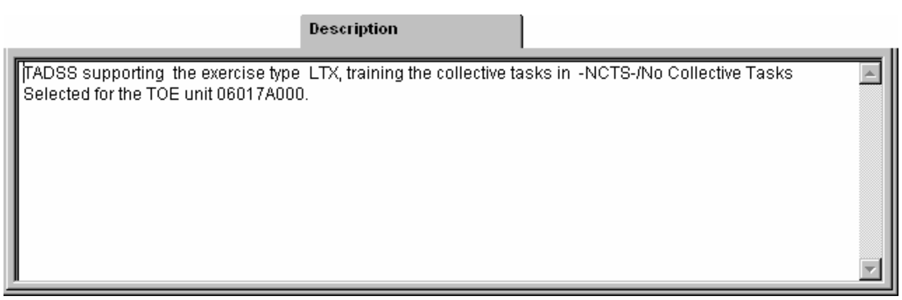


Figure 3-74: TADSS Selection – Description Tab

TADSS Tab

The **TADSS** tab (Figure 3-75) is a **picklist** tab used to link TADSS to the current selection. Refer to section 9.4.1.3 for instructions for using the picklist tab to link information. Click the **View All** button to bring up a filter that allows you to limit the TADSS that will appear on this window.

Note: This tab is disabled for NTES selections.

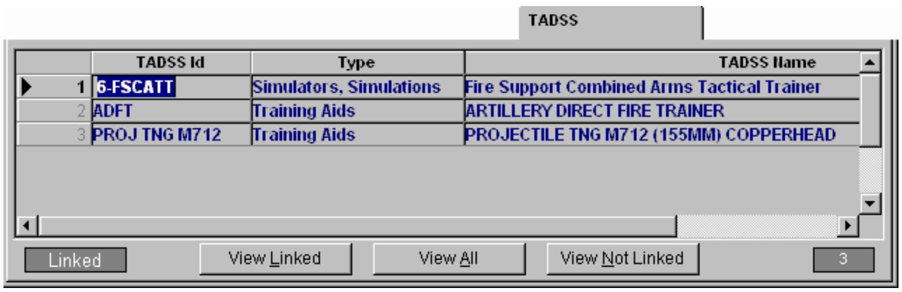


Figure 3-75: TADSS Selection – TADSS Tab

Actions Tab

The **Actions** tab (Figure 3-76) consists of the actions that use the current TADSS Selection. This option is used for viewing only.

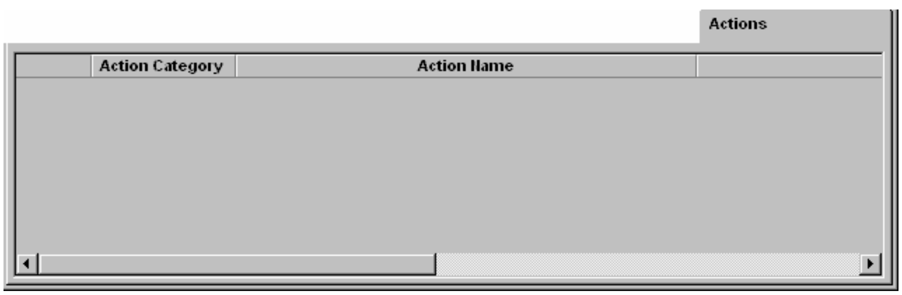


Figure 3-76: TADSS Selection – Actions Tab

3.7 Printing CATS Reports

The CATS reports present the CATS data in various layouts and styles that the user may view on-screen or print to a designated printer. The CATS report options are accessed by clicking on the Power Panel **CATS** button, moving the vertical scroll bar to the **Reports** section of the menu, and double-clicking on a report selection. Appendix B of this guide contains examples of the CATS report.

> Once you convert a CATS report from an ASAT database file to an RTF file, you cannot change it back to a database file. For example, you provide an RTF file to a subject matter expert. He completely rewrites the information and improves it greatly. His changes will not appear in the ASAT database unless you enter the changes into ASAT by either typing them in or using a cut-and-paste function.

The five CATS RTF reports available on the Power Panel are described as follows:

Report	Description
CATS Action Summary Report	This report shows a general summary of Training Audience information for each action by selected TOE(s).
CATS Matrix Report (RTF)	This report lists the mission, the task selection with its associated collective tasks, and the exercise type information. The report assists the user in looking at the overall training strategy for a selected TOE. The user can also print a version of the report for selected element(s) within a TOE, a critical gate summary, or a two-year calendar through this option.
CATS Resource Report Option	This report shows how the element(s) of a TOE-Unit use specific LIN(s) in the strategy for that TOE-Unit. The report displays which actions use each selected LIN, by training years; and identifies the total hours, miles, or systems required.
Task to CATS Action Matrix (RTF)	This report is for a selected organization (TOE). It shows the relationship between the tasks and the actions.
CATS Action to Element Matrix	The CATS Action Element Matrix RTF Report shows the relationship between the elements and the actions for a selected organization (TOE).

Printing instructions for the CATS reports are provided in the following sub-sections.

3.7.1 CATS Action Summary Report

The *CATS Summary RTF Report Options* screen (Figure 3-77) appears when the **CATS Action Summary Report** option is selected from the Power Panel.

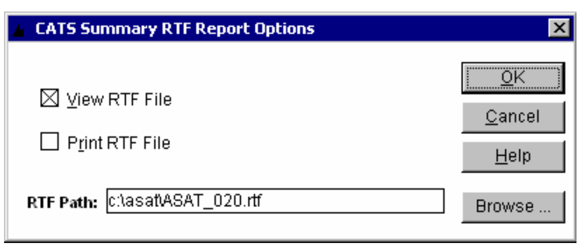


Figure 3-77: CATS Action Summary Report Options

The only selection required on this screen is to choose either to view or print the RTF file.

> ***TIP:*** *All files should be viewed before printing. Once the file is opened in MS Word, you can use the* ***File\Print*** *menu option to print the file or portions of the file if desired.*

The path for storing the RTF file is displayed at the bottom of the screen. The default is to store the file where ASAT is currently loaded on your PC. The **Browse** button allows you to change the path. If the path is changed from the default, the path will display as changed for all RTF reports generated during the current session.

After making the selections and clicking the **OK** button, a screen appears allowing you to select the TOEs for the report.

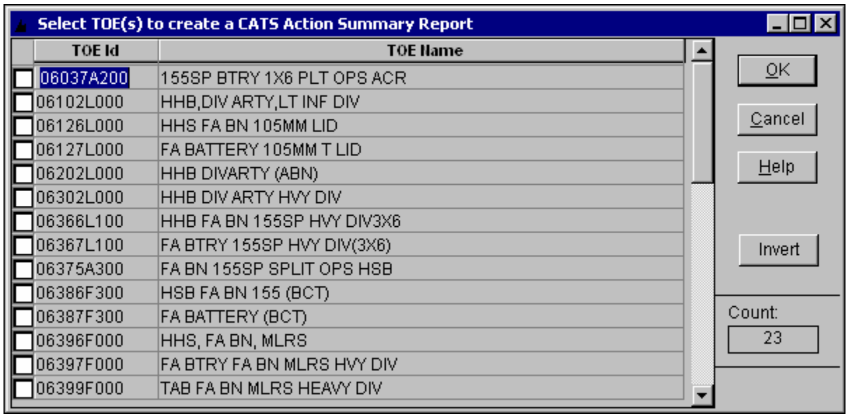


Figure 3-78: Select a TOE Screen

Click on the check-boxes next to the TOEs you want displayed in the report. The buttons on the side of the screen function as follows:

The **OK** button processes the selections and prints the report.
The **Cancel** button allows you to exit without printing a report.
The **Help** button provides help for the active window.
The **Invert** button is used as a toggle to remove or to select the previous selections.

If **OK** is clicked on, the report is generated for the TOE selections. A prompt appears to confirm the completion of the report. Click **OK** at the prompt.

Note: *If the report fails to print, review the information for print failure described in section 3.7.2.*

3.7.2 CATS Matrix Report

The *CATS Matrix Report Options (RTF)* screen (Figure 3-79) appears when the **CATS Matrix Report** option is selected from the Power Panel.

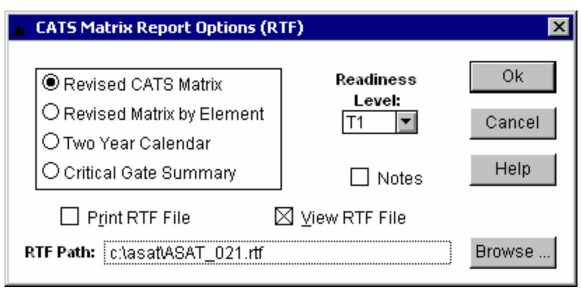


Figure 3-79: CATS Matrix Report Option

Special Note: The following five items need to be filled in ASAT in order to produce a CATS Matrix Report:

1) Collective Task Selection (which contains collective tasks.)
2) TADSS Selection (which contains TADSS.)
3) A mission must be linked to an operation (in mission maintenance.)
4) The **Action Maintenance** tab folder must have the following complete:
  a. Training Audience links.
  b. Readiness level links.
5) A link must be made between elements/mission and the collective tasks.

The selections at this screen are as follows:

Field	Description
Revised CATS Matrix	Prints a CATS Matrix report that displays the actions built using each task selection for a selected TOE.
Revised Matrix by Element	Prints an abbreviated matrix report that displays the actions built for selected element(s) of a TOE.

Note on Critical Gates in Matrix Reports: *This report will filter the list of Collective Task gates to include only those performed by elements at the same echelon level or one below the element that the report is running for, where echelons are assigned for the elements. If no echelon is assigned, gates appear automatically. Also, if the gate is not in the* ***Collective Task*** *Module, prerequisite collective task tab, the gate will appear for all audiences shown on the report.*

Two-Year Calendar	Prints all two-year calendar reports for a selected organization/readiness level.
Critical Gate Summary	Prints a summary of the critical gates data.
Print RTF File	Prints the current report to the designated printer.
View RTF File	Allows you to view the report on the screen before printing.
RTF Path	Specifies the file path of the resultant RTF file for this report.
Readiness Level	Prints a report for a training readiness level of the desired TOE. If a CATS contains actions for a training readiness level other than the default level displayed here (T1), the user must change to the desired readiness level here before proceeding.
Notes:	Prints a report containing any notes entries made at the **Action Maintenance** tab folder.

TIP: *All files should be viewed before printing. Once the file is opened in MS Word, you can always use the* ***File\Print*** *menu option to print the file or portions of the file if desired.*

Once the print criterion is set, the buttons on the right side of the window will execute the choices. The buttons offer the following choices:

Button	Description
OK	Applies the selected criteria to the next window.
Cancel	Clears all currently selected criteria checkboxes and returns the user to the Power Panel.
Help	View on-line help for the current window.
Browse	Allows you to choose the folder where the report will be saved.

When the print criteria are executed, you will get a list of all TOEs available for printing as shown in Figure 3-80:

Figure 3-80: Select a TOE Screen

Highlight the desired TOE to print. The buttons on the side of the screen function as follows:
The **Options** button allows you to modify the printing options you have selected for this report.
The **Cancel** button allows you to exit without printing a report.
The **Help** button provides help for the active window.
The **Count** box indicates the number of organizations retrieved from the program.

Highlight the desired TOE and click the **OK** button to continue. An hourglass will display while the report is being generated. When done, the message: RTF report completed appears. Click on the **OK** button. The report will appear on the screen. If you previously clicked the print-box on the *RTF Report Options* screen, the report will be printed to the designated printer.

> ***Note:*** *An additional filter screen appears if you choose the* ***Revised Matrix by Element*** *option at the CATS Matrix Report Option window. This screen allows you to select the specific elements that are to be displayed on the report.*

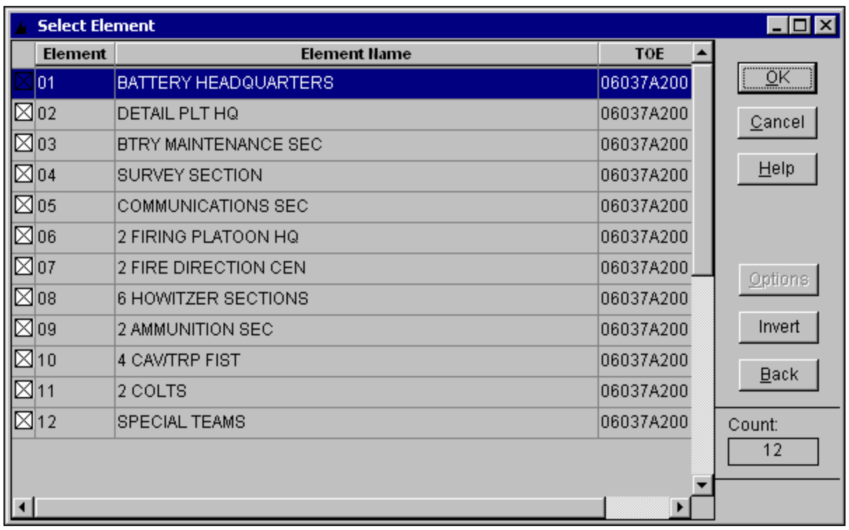


Figure 3-81: Element Selection Screen

Use the following procedures:

1. Click on the check-boxes at this screen to select or unselect specific elements to display on the report. The invert button is used as a toggle to remove or to choose the previous selections.
2. Click the **OK** button. An hourglass will display while the report is being generated. The message: RTF report completed appears when the report is finished.
3. Click the **OK** button at the *Report Completed* prompt. The report will appear on the screen. If you previously clicked the print box on the *RTF Report Options* screen, the report will print to the designated printer.

Printing Failures

If the report failed to print, you will have to start from the beginning. The two most likely reasons for a report not to print are:

- You do not have a word-processing program on your computer that can read RTF files. That will not be a problem if you are using Microsoft Word.
- The RTF path was incorrect. For example, if you typed in a folder on the *RTF Report Options* screen that does not exist on your computer, then your path was invalid and ASAT cannot create an RTF file.

> ***TIP:*** *Once you create an RTF file, you can also change it or print it using Microsoft Word. Before changing the format, be sure to read the boxed paragraph at the beginning of section 3.7. You can save RTF files as document files in most word-processing programs. However, when MS Word converts an RTF file into a DOC file, it does not automatically delete the RTF file. You will need to check your hard drive periodically to delete RTF files that have become obsolete.*

3.7.3 CATS Resource Report (RTF)

The **CATS Resource Report** menu option is used to show how the elements of a TOE use specific LIN(s) in the CATS. The report displays which Actions use each selected LIN, by training years; and identifies the total hours, miles, or systems required.

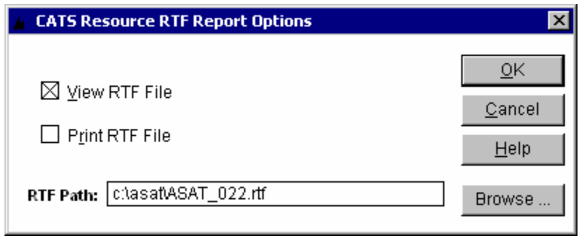


Figure 3-82: CATS Resource RTF Options Screen

The only options required on this screen when setting up the CATS Resource Report is either to view or print the RTF file. ***Note:*** You must have LIN links made to the desired TOE in order to print this report. The links are made in the following areas in ASAT.

1. The TOE must have a LIN linked to it. Populating the Line Item Number Equipment (LIN) table at the **LIN Equipment** menu option on the **Support** Module does this.
2. The TOE selected for printing must be associated with a calendar. Use the **Create/Calendar Timeline** menu option to create a calendar for the TOE.
3. The action must be linked to a LIN at the **Training Audience** tab under the **Create/Edit Actions** menu option in the **CATS** Module.

If you add other LINs later, you will need to go to the calendar and add the LIN on the **Calendar Detail** tabs (refer to section 3.4.1.4.)

The buttons on the right side of the window will execute the choices. The buttons are as follows:

Button	Description
OK	Apply the currently selected criteria to this RTF report.
Cancel	Clears all currently selected filter criteria check-boxes and returns to the Power Panel.
Help	View online help.
Browse	Allows you to choose the folder for the report.

> ***TIP:*** *All files should be viewed before printing. Once the file is opened in MS Word, you can always use the* ***File\Print*** *menu option to print the file or portions of the file if desired.*

The path for storing the RTF file is displayed at the bottom of the screen. The default is to store the file where ASAT is currently loaded on your PC. The **Browse** button allows you to change the path.

> ***Important Note:*** *If the path is changed from the default, the path will display as changed for all RTF reports generated during the current session.*

After making the selections and clicking the **OK** button, a *Specify Filtering Criteria for TOE* window appears that allows the user to specify which organizations are to be displayed on the next screen. After making the filter selection, a list of all related organizations (TOEs) in the database will display, as shown in Figure 3-83:

Figure 3-83: Select a TOE Screen

This screen is used to select the desired report for printing. The following button options are available:
The **OK** button processes the selection.
The **Options** button allows you to modify the printing options you have selected for this report.
The **Cancel** button allows you to exit without printing a report.
The **Help** button provides help for the active window.

A screen to select the desired Training Plan (Calendar) appears once the user selects a TOE and clicks **OK**.

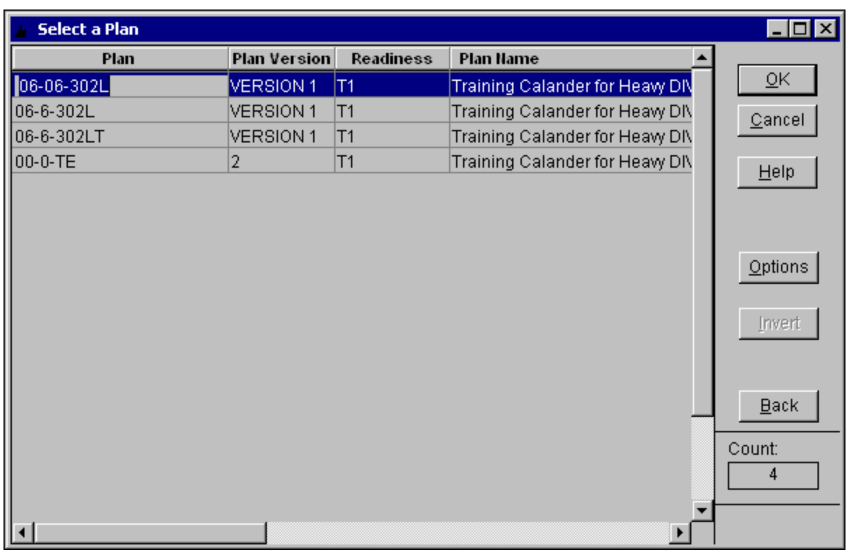


Figure 3-84: Select a Plan Screen

This screen is used to select the desired Training Plan (Calendar). The following button options are available:
The **OK** button processes the selection.
The **Options** button allows you to modify the printing options you have selected for this report.
The **Cancel** button allows you to exit without printing a report.
The **Help** button provides help for the active window.

A screen to select the desired LIN appears once the user selects a Plan (Calendar) and clicks **OK**.

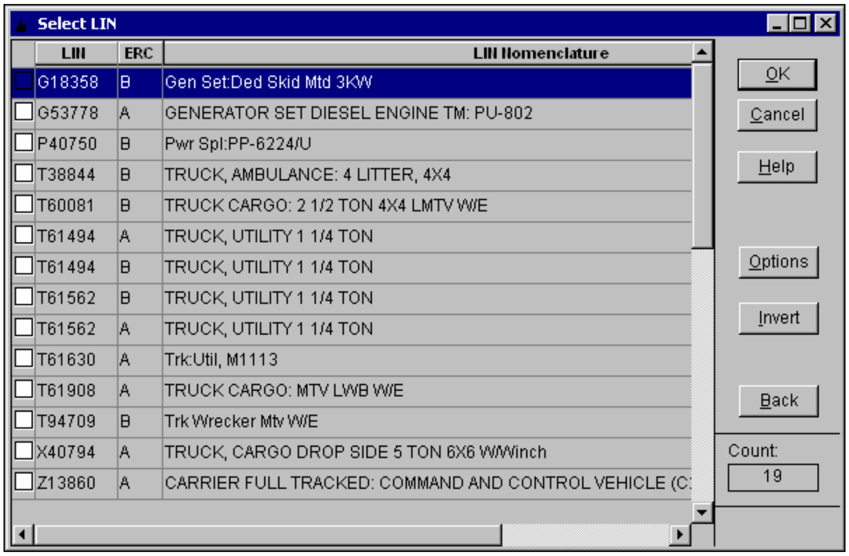


Figure 3-85: Select LIN Screen

The following button options are available:

Field/Button	Description
OK	Apply the currently selected criteria to the report. If the report fails to print, review the information described for print failure in section 3.7.2
Cancel	Clears all currently selected filter criteria check-boxes and returns the user to the Power Panel.
Help	View on-line help.
Option	Allows the user to modify the printing option selected for this report.
Invert	Used as a toggle to remove or to select the previous selections.
Count	Field that appears at the bottom of the screen indicating the number of LIN retrieved.

3.7.4 Task to CATS Action Matrix (RTF)

The **Task to CATS Action Matrix (RTF)** report option from the **Power Panel** produces the following RTF print screen:

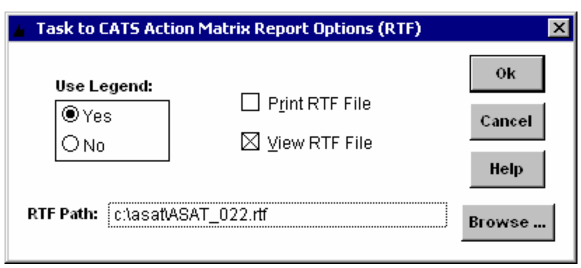


Figure 3-86: RTF Report Options

The selections at this screen are as follows:

Field	Description
Use Legend	Provides the choice of *Yes* or *No*. *Yes* uses a legend, assigning an alphabetic code to each action for a selected TOE, while *No* puts action titles into the matrix. This results in fewer columns in the matrix and the matrix report requiring more pages to print.
Print RTF File	Prints the current report to the designated printer.
View RTF File	Allows the user to view the report on the screen before printing.
RTF Path	Specifies the file path of the resultant RTF file for this report.

Once the print criteria are set, the buttons on the right side of the window will execute the choices. The buttons offer the following choices:

Button	Description
OK	Apply the currently selected criteria to the report.
Cancel	Clears all currently selected filter criteria check-boxes and returns the user to the Power Panel.
Help	View on-line help.
Browse	Allows the user to choose the folder where the report will be saved.

When the print criteria is executed, you will get a list of all TOE available for printing as shown in (Figure 3-87):

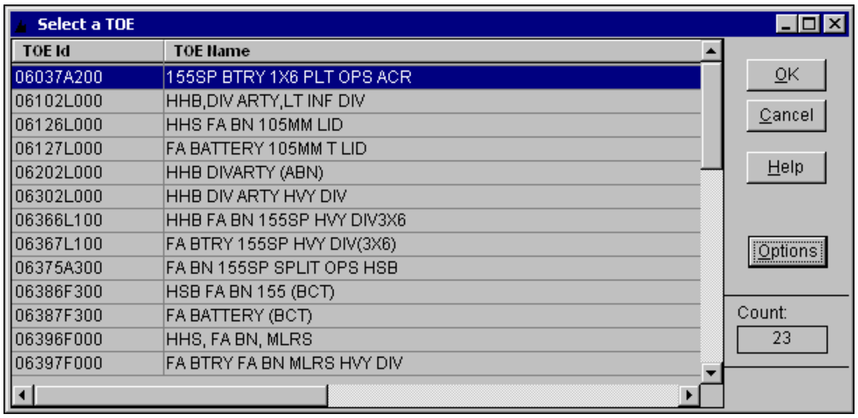


Figure 3-87: Select a TOE Screen

This window provides you with a list of TOEs available to be printed. The **Options** button allows you to modify the printing options you have selected for this report. The **Cancel** button allows you to exit without printing a report. The **Help** button provides help for the active window. The **Count** field indicates the number of TOEs retrieved.

- Highlight the desired TOE and click the **OK** button to continue. ASAT will generate the report. When done, the message: RTF report completed appears. Click on the **OK** button. The report will appear on the screen. If you previously clicked the print box on the *RTF Report Options* screen (Figure 3-86), the report will be printed to the designated printer.

If the report failed to print, you will have to start from the beginning. Review the information on report print failure described in 3.7.2.

3.7.5 CATS Action to Element Matrix Report

This report displays all the TOEs that have actions with training audiences created for them. Specifically, the report lists actions associated with the TOE on one side and training audiences on the other. The following screen is used to select the printing criteria for the report.

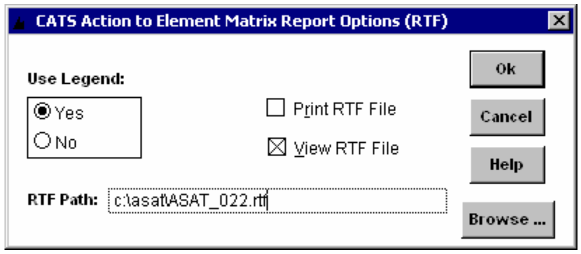


Figure 3-88: CATS Action to Element Matrix Report Options

The print criteria selections at this screen are as follows:

Field	Description
Use Legend	Allows the user to choose *Yes* or *No*. *Yes* uses a legend, assigning an alphabetic code to each element of a selected TOE, *No* puts action titles into the matrix. The *No* choice results in fewer columns in the matrix and the matrix report requiring more pages to print.
Print RTF File	Prints the current report to the designated printer.
View RTF File	Allows the user to view the report on the screen before printing.
RTF Path	Specifies the file path of the resultant RTF file for this report.

Once the print criteria are selected, the buttons on the right side of the window will execute the choices. The button choices are as follows:

Button	Description
OK	Apply the currently selected criteria to the report.
Cancel	Clears all currently selected criteria check-boxes and returns the user to the Power Panel.
Help	View on-line help.
Browse	Allows the user to choose the folder where the report will be sent.

When the print criteria are executed, you will get a list of all the TOEs available for printing.

A screen used to select the TOE for the report appears next.

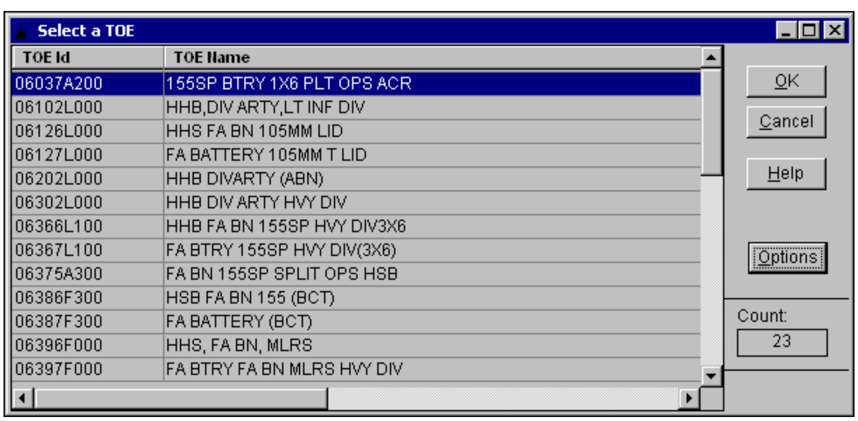


Figure 3-89: Select a TOE Screen

Use the following procedures:

1. Highlight the desired row and click the **OK** button. An hourglass will display while the report is being generated. When done, the message RTF report completed appears.
2. Click on the **OK** button. The report will appear on the screen.

If the report failed to print, you will have to start from the beginning. Review the information for print failure described under 3.7.2.

The buttons on the side of the screen function as follows:
The **Cancel** button allows you to exit without printing a report.
The **Help** button provides help for the active window.
The **Options** button allows you to modify the printing options you have selected for this report.
The **Count** box indicates the number of TOEs retrieved from the program.

3.8 Create/Edit Action Categories

This option from the Power Panel accesses the action categories grid and tab folders used to add, edit, and delete action categories. This grid displays records that have been created at the CATS Builder or in this grid. When selected, an *Action Category Maintenance* grid (Figure 3-90) will appear:

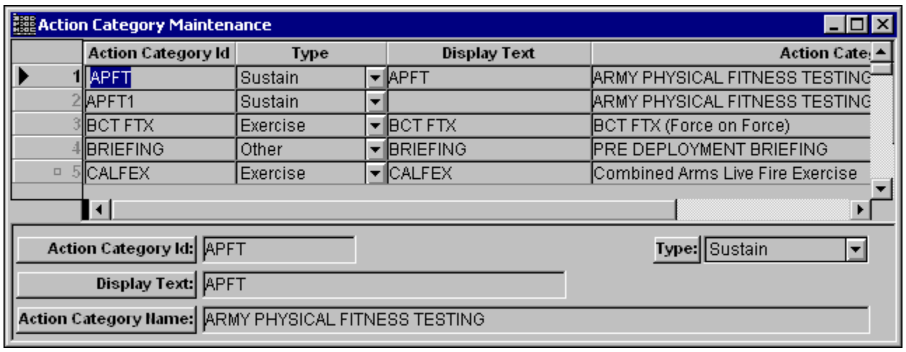


Figure 3-90: Action Category Maintenance Grid

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

The *Action Category Maintenance* grid is a **grid-detail** view of action categories. You can scroll horizontally to the right to view additional data. From this screen you can add (insert), edit, and delete action categories. Action categories can be exercise types or sustainment/support types.

> ***Note:*** *Exercise types cannot be modified once entered.*

Action categories are composed of an **Action Category Id** and one of the following action category types: sustain, exercise, calendar event, or other action category. (Other action category refers to an action other than an exercise, sustainment, or calendar event. Usually resembles a garrison event such as "post clean-up" or "post support".)

> ***Note:*** *Refer to section 9.3 for an explanation and procedures on using the ASAT grids. Section 9.3 also includes details on how to perform the insert, edit, and delete functions and includes details on searching for records displayed on the grid.*

Each record contains the following information listed in the grid columns:

Field	Description
Action Category Id	Displays the action category identifier. This field must have an entry when creating a new action category.
Type	Displays the type of action category (exercise types cannot be modified.)
Display Text	Displays the name or number of the action category ID.
Action Category Name	Displays the action category name.

3.8.1 Action Categories Tab Folder

To add text and other Action Category links to an action, from the *Action Category Maintenance* grid, click the **Data** menu and then choose **Related Data** or click the **Related Data** toolbar button to reach the **Action Category** tab folder (Figure 3-91):

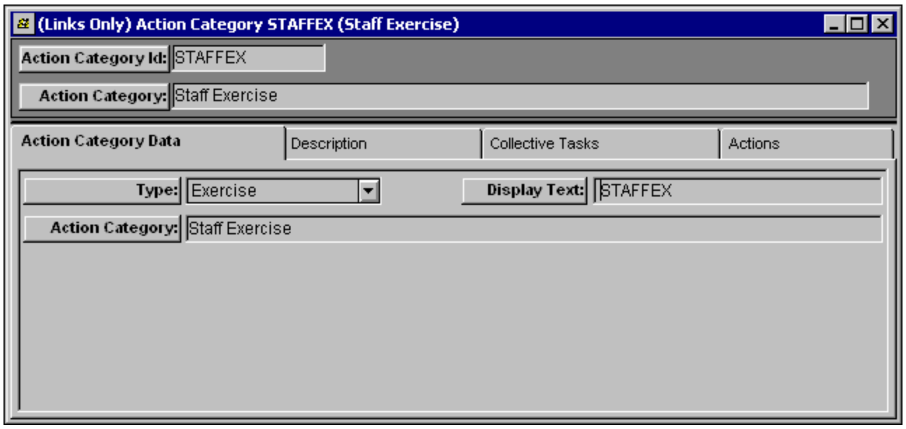


Figure 3-91: Action Categories Tab Folder

The tab folder view provides the user access to all the data associated with a record. Click on the desired tab folder to access the information. The three tab folder selections are described in the following sub-sections.

> ***Note:*** *Information cannot be modified for Exercise types. In addition, the* ***Collective Task*** *tab is disabled for all types except Exercise type selections.*

Refer to section 9.4 for guidance and procedures for using the various types of tabs in ASAT.

Action Category Data Tab

The **Action Category Data** tab (Figure 3-91) is used to view the fields from the *Action Category Maintenance* grid. This tab is a view-only tab for exercise type record selections.

Description Tab

The **Description** tab (Figure 3-92) is used to enter or edit description information for the action category. This is a **block** data type entry tab.

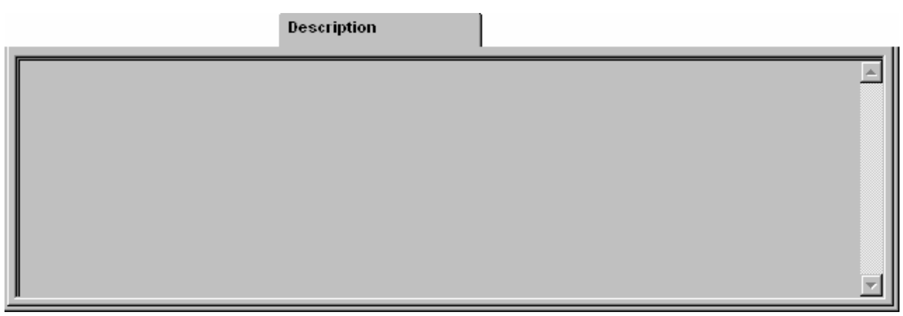


Figure 3-92: Action Categories – Description Tab

Collective Tasks Tab

The following window (Figure 3-93) appears when the **Collective Tasks** tab option is selected for an Exercise type selection:

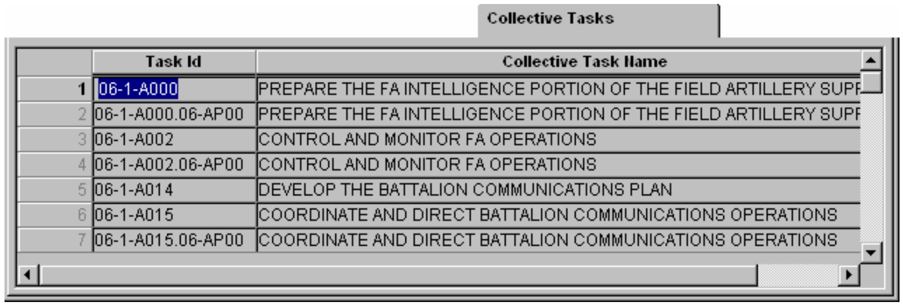


Figure 3-93: Action Categories – Collective Tasks Tab

This window shows all the collective tasks that can be trained in an Exercise (entered in the **Collective** Module for each collective task.) This window is a **view-only** tab. It is for display purposes and appears only for Exercise type selections.

Actions Tab

The following window (Figure 3-94) appears when the **Actions** tab is selected:

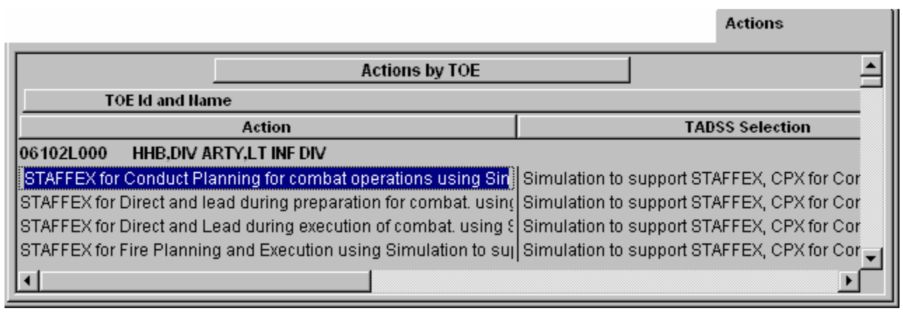


Figure 3-94: Action Categories – Actions Tab

This window presents a summary of the actions using the action category. The information on this window includes the **TOE ID**(s) and **Name**(s) the action(s) is/are built for, the **Action** name(s), the **TADSS Selection Name** used in each action, and the **Task Selection** used in each action. Information displayed here is for viewing purposes only.

3.9 Sequencing Collective Task Selections

The user can sequence the Collective Task Selections in the **CATS** Module by selecting **Sequence Collective Task Selections** under the **Utilities** section of the **CATS** Module. The purpose of this function is to arrange how the collective task selections will appear on the CATS Matrix report. Initially, a window showing the TOEs available in the current database is displayed, as shown in Figure 3-95:

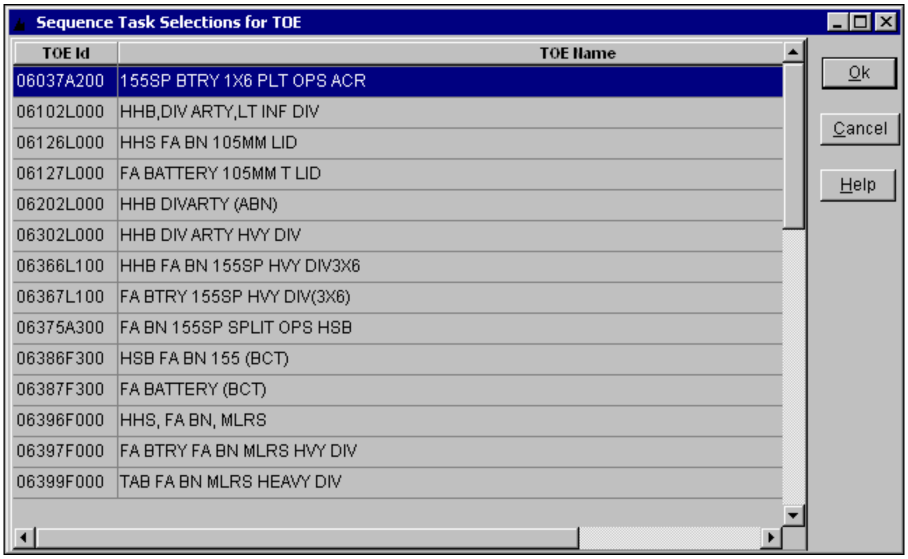


Figure 3-95: Sequence Task Selections to TOE Selection Screen

Choose a TOE by selecting it with the mouse and clicking the **OK** button. Click the **Cancel** button to close the window without making any changes to the database, and return to the previous window.

Once a TOE selection is made, a window appears displaying a list of collective task selection records used to build actions for the selected TOE. The **Task Selection Id** is listed on the left and the **Task Selection Name** is listed on the right, as shown in Figure 3-96:

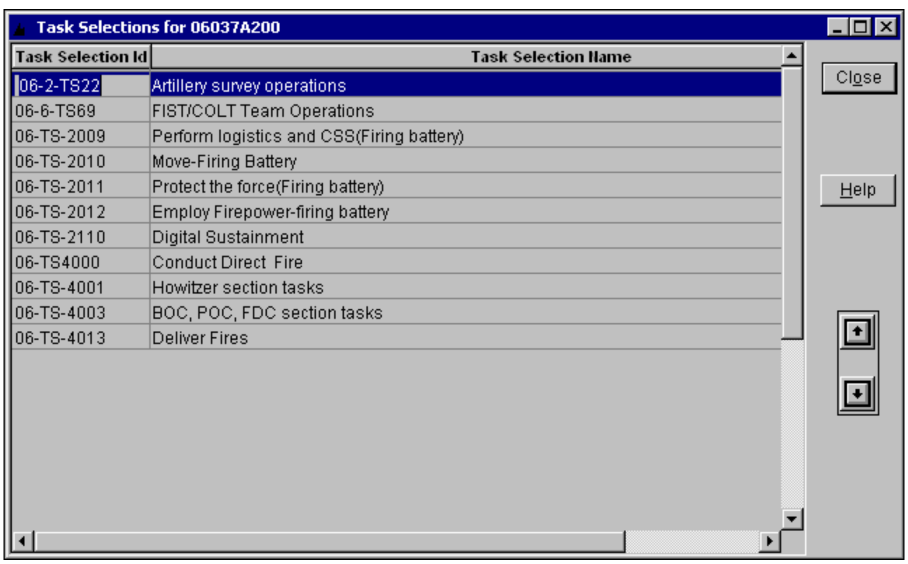


Figure 3-96: Task Selection Sequence Screen

The user selects a Task Selection by clicking on it. The user can then reorder them by dragging and dropping them in the desired position, or by moving them up or down by clicking the vertical buttons on the bottom right of the window.

> ***Note:*** *Reordering collective task selections on this screen will NOT affect the order in which items are displayed on the Collective Task Selection grid or tab folder. When the user prints a CATS Matrix report, the collective task selections will be in the sequence specified in this window.*

Clicking the **OK** button closes the window and saves the new sequence information to the database. Clicking the **Cancel** button closes the window without making any changes to the database.

CHAPTER 4

DOCTRINE MODULE

4.1 Doctrine Module Overview

The major features and their corresponding section numbers covered in this chapter are as follows:

	Section No.
• Installation and Start-up	4.2
• Doctrine Module Main Window	4.3
• General Procedures	4.4
• Quick Start	4.5
• Menu Bar	4.6
• Doctrine Module Toolbar	4.7
• Proponent Selection List Box	4.8
• Document Explorer	4.9
• Document Preview	4.10
• Document Information Tab	4.11
• Doctrine Module Status Bar	4.12
• Export Doctrine	4.13
• ASAT Security and the Doctrine Module	4.14

The **Doctrine** Module of ASAT is designed to support the Army's digitization effort by shortening product development cycles and providing a means to efficiently integrate related information. The Module provides a unique set of tools that facilitate individual projects or work.

The basic function of the ASAT **Doctrine** Module is to provide writers with a full-featured word processor that interfaces with the ASAT database. With this accomplished, the power of database operations can be applied to doctrinal materials the same as it has been applied successfully to data-centric information for many years. However, the development team has made every effort to sublimate the presence of the database so the ASAT users are presented with familiar, Window's based interfaces and functionality.

With the integration of Microsoft's Word document word processor into the **Doctrine** Module, doctrine developers are provided a robust, user-friendly writing environment to prepare and staff drafts, make refined adjustments for final copy, and to import existing documents such as approved legacy doctrine.

Developers already familiar with MS Word will find it easy to transition from their current working environment to the **Doctrine** Module of ASAT. Microsoft Word offers doctrine developers numerous capabilities to get the job done easier. For instance, a comment notation system embedded within the text of a Word document provides an effective method for writers, editors, and other members of the development team to communicate their ideas with each other without losing focus on the document itself. Developers interested in more information on Microsoft Word features should visit these sites on the Internet:

http://www.microsoft.com/products/prodref/188_newf.htm and http://www.microsoft.com/word/default.asp.

The **Doctrine** Module provides optional pre-formatted Word templates for each element of a Field Manual so writers can concentrate their efforts on content. Writers have the choice of using the templates provided or using other custom-made templates produced within their own proponents, perhaps by their Editing/Visual Information Specialist staffs. Whatever method is used during the drafting phase, the final format must conform to the formatting guidelines established for digitized doctrine by ODCSDOC, HQ, TRADOC.

The **Doctrine** Module and Microsoft Word are designed to communicate directly with the ASAT database. This means that complicated document parsing is not needed to upload a document to the database. Any document that can be converted to a Word (.doc) file can be imported to the ASAT database. Graphics, tables, charts, spreadsheets, and any other objects, which can be embedded in a Microsoft Word document, are saved to the database along with the document.

Draft products or any document prepared in the **Doctrine** Module are automatically ready for electronic staffing on the Internet at any time. With proper installation of the ASAT **Electronic Staffing** Module, authorized personnel can activate electronic staffing with a single click of the mouse. Developers may staff their drafts on the website for any desired timeframe and terminate staffing at any time.

4.2 Installation and Start-Up

The **Doctrine** Module is installed on your computer during the standard installation of ASAT. Once installed, the Module is capable of functioning in one of two modes: either as a component of ASAT or as a stand-alone application. These two modes are available to you at each start-up. Therefore, after ASAT has been installed, an ASAT shortcut icon and a **Doctrine** Module shortcut icon appear on your desktop.

To launch the Module:

Start-up ASAT in the usual way by: double-clicking the ASAT shortcut icon, entering your **USERID** and **PASSWORD** at the logon screen, and then clicking the **OK** button. Once in ASAT, you can launch the **Doctrine** Module by selecting the **Doctrine** button located on the *ASAT Power Panel* (Figure 4-1) and double-clicking on the **Doctrine Development** option.

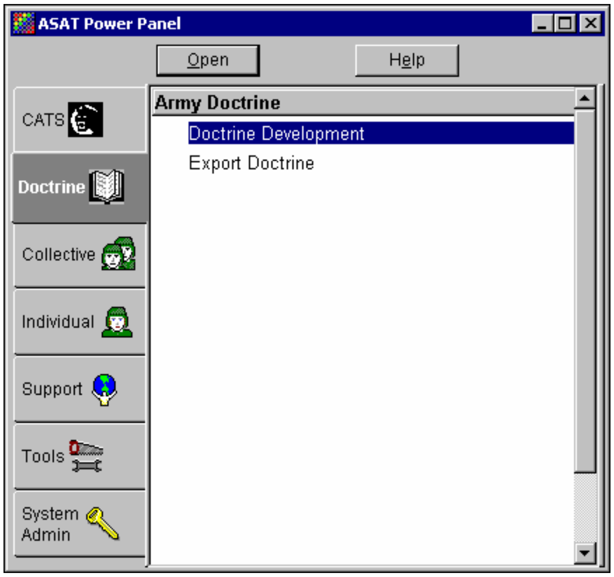


Figure 4-1: Selecting Doctrine Module from Power Panel

Or

From your Windows desktop, double-click on the **Doctrine** Module shortcut icon. After launching the **Doctrine** Module the following login screen is displayed.

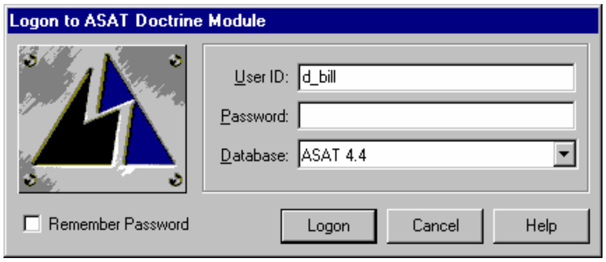


Figure 4-2: Doctrine Module Login Screen

The name of the database being logged onto appears in the title bar of the *Logon* window (Figure 4-2). To connect to a different database, select **Cancel**, go to the main ASAT application, follow the normal procedure for attaching to another database, and restart the **Doctrine** Module.

Type your User ID and Password in the fields provided. For convenience, you can choose to have the **Doctrine** Module remember your password by checking the **Remember Password** check-box. The password will be encrypted for safety.

*Note: As a general rule, if you plan to work solely with doctrinal material such as Field Manual drafts, then it is usually best to launch the **Doctrine** Module using the **Doctrine** Module shortcut icon. This way you save system resources, such as random access memory (RAM), which would not otherwise be available to you if other programs were running concurrently.*

4.3 Doctrine Module Main Window

The **Doctrine** Module main window (Figure 4-3) provides an interface from which you can manage doctrine files (documents) and folders (Field Manual document containers), launch Microsoft Word and automatically open a document, and initiate and terminate electronic staffing of draft Field Manuals. To accomplish these and other functions, the Main Window is divided into seven basic components: **Doctrine Main Menu**, **Doctrine Module Toolbar**, **Proponent Selection List**, **Document Explorer**, **Document Preview**, **Document Information Tab**, and **Doctrine Status Bar**.

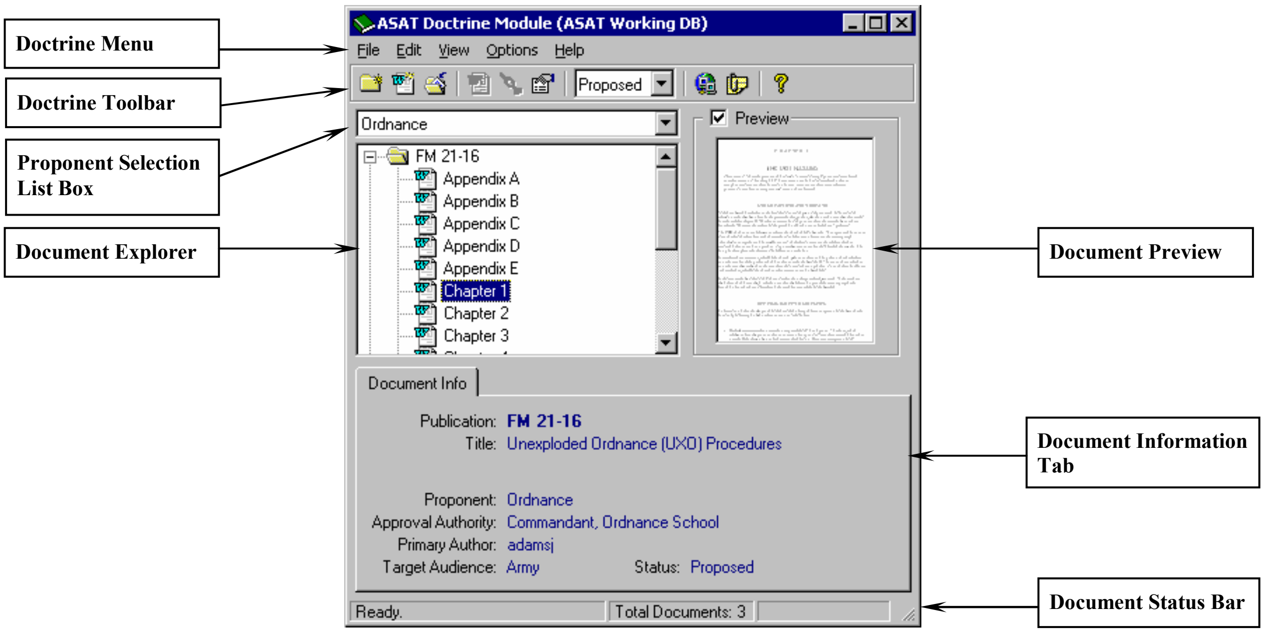


Figure 4-3: Doctrine Module Main Window

Together, these components allow doctrine developers to prepare products in a collaborative environment. This means that small groups or large teams are able to continuously maintain a common view of their actions while integrating their work on a daily basis. A more detailed explanation of the Main Window components and functions follows later in this section.

4.4 General Procedures

Working With Files: During a typical session in the **Doctrine** Module, you logon and begin work in the Main Window. You have the capability to create, delete, and modify Field Manual folders in the **Document Explorer** (similar in function to Microsoft's Explorer Treeview found in Windows 95/NT), and add files to the folders. The files that you add are Microsoft Word documents that make up the body of your Field Manual. You can place as many files in a folder as you need, and each file is viewable when you open a folder to see its contents. It is recommended that files reflect the organization of the Field Manual. For example, one file contains only front matter, one file for Chapter One, one file for an appendix, etc. File size should always be considered along with how files are organized. Microsoft Word, like any other program, functions more efficiently with reasonably sized documents. Always consider reducing the size of graphic files, especially if a document contains many of them.

Importing/Converting Files: Any Microsoft Word document on your hard drive, CD-ROM, floppy disk, or server can be imported into a folder. Since ASAT does not come pre-loaded with your proponent's approved legacy Field Manuals, it is a good idea to import these Field Manuals to the **Doctrine** Module so that you can use them as needed for later revisions and rewrites. If your legacy documents are not in Microsoft Word file format, convert them for import purposes.

Rules For Group Work: If two or more writers are working in the same Field Manual (same folder), only one writer can open any given file at a time. In other words, two authors cannot work on the same file at the same time. For example, it is acceptable for three writers to work simultaneously on three different files from the FM XX_X folder. Whenever writers open a folder, special icons showing which files are currently in use alert the user.

Opening Files in MS Word: Opening a file in the **Document Explorer** automatically launches Microsoft Word, which in turn opens the file. Once in Word, writers may use all the functions and features normally available in Word. After a session in Word, documents are saved back to the ASAT database.

Program Directives: When creating a new folder (perhaps to start a new draft), writers will be prompted to complete a Program Directive (PD) in accordance with TRADOC policy before proceeding. Although certain portions of the PD must be completed before a folder will be created, writers are able to go back at any time to modify or edit the PD.

Document Versions: Authors may create as many versions of a Field Manual (draft or otherwise), as they deem necessary. The **Doctrine** Module automatically creates a new version of a folder (complete with all the files) anytime the status of the folder changes (e.g., an FM changes from a draft to an approved document.)

Electronic Staffing: With proper authority, authors can activate the **Doctrine** Module Internet web site that displays their draft for the purpose of staffing. To execute this procedure click on the **Staff the Document** button  on the toolbar. The **Doctrine** Module generates a new versioned "copy" of the draft being staffed so that the author can continue working without making modifications to the Internet staffed version. Authors may stop the staffing process at any time. Additional information on the Staffing process is provided under the **File** menu option in section 4.6.

4.5 Quick Start

**********************A NOTE BEFORE PROCEEDING**********************

There are several housekeeping chores that ASAT System Administrators must perform before users can begin working in the **Doctrine** Module specifically or ASAT generally. Among these are assigning USERIDs and PASSWORDs, granting particular permissions for each user to accomplish specific tasks, and assigning proponency for Field Manuals for which your proponent is the approving authority. Administrators should refer to Appendix G, ASAT System Administration, and section 4.2 of this Chapter for details on how to accomplish these tasks.

Doctrine Module Start-up: Launch the **Doctrine** Module from your desktop by double-clicking on the **Doctrine** Module shortcut icon. Enter your **USERID** and **PASSWORD** at the login window and click **Logon**. You should see the **Doctrine** Module Main Window (Figure 4-4).

Selecting Your Proponent: Just above the **Document Explorer** there is a drop-down list of proponents. Click on the down-arrow, which displays a drop-down listing of all proponents. Scroll through the list until you find your proponent. Click on your proponent to select it. The proponent listing will then appear, displaying only your proponent.

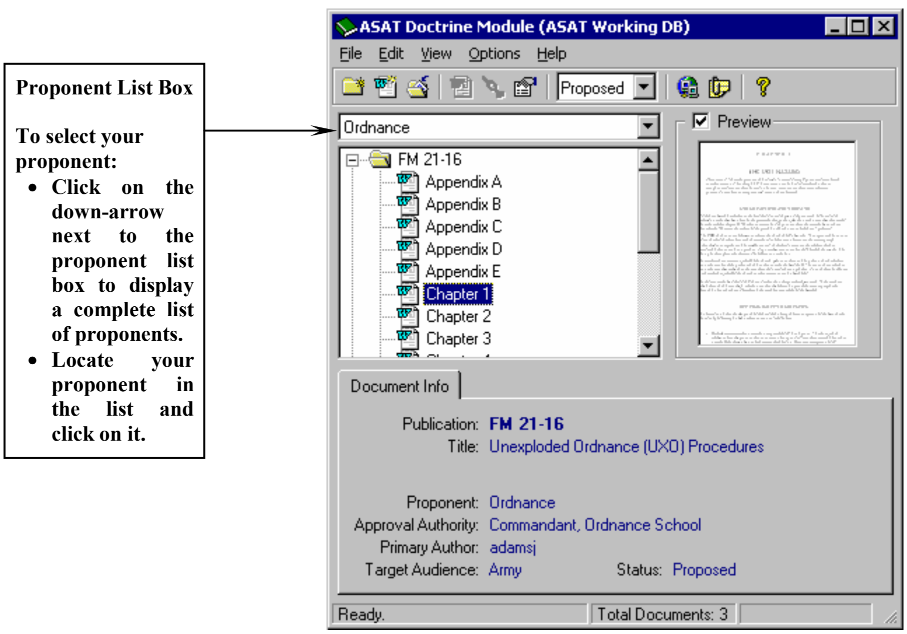


Figure 4-4: Selecting Your Proponent

Document Explorer: After your proponent has been selected, the Document Explorer, located below the **Proponent** drop-down list box, displays Field Manual folders associated with the selected proponent. In the example above, the FMs displayed were prepared by the Ordnance School, and are displayed as folders in the Explorer. Click the **Preview** box to view a miniature image of the first page. Details on the selection are displayed under the **Document Info** title. The **Status Bar** at the bottom displays if a selection has been activated and indicates the total number of documents associated with the folder selection. After you have selected a proponent and no folders are displayed in the **Explorer**, follow the instructions later in this section on how to **Create A Folder** in section 4.6, Menu Bar - File.

Field Manual (Folder) Status Terminology: The following terms are used in the **Doctrine** Module to describe the status of a Field Manual:

Status	Description
Approved	Approved by the appropriate approving authority (e.g., School Commandant or Commander, HQ, TRADOC.) The **Doctrine** Module currently does not address the authentication process, which must occur in order for a Field Manual to achieve a Department of the Army publication status.
Proposed	These documents are in various states of development and/or review and are not part of a critical task list or published.
Obsolete	These are old active documents that are no longer used by anyone and are not being maintained. Army Doctrine Developers generally do not use this status.
Inactive	These documents are not used by the United States Army, but are still being maintained for use by National Guard/Reserve or by foreign military forces that use our older systems.
Staffing	This feature displays any documents that are currently being staffed on the Internet. See *Staffing of the Internet* later in this section for additional information.

4.6 Menu Bar

The **Doctrine** Module **Menu Bar** consists of the following: **File**, **Edit**, **View**, **Options**, and **Help**. Each consists of drop-down menus with menu items explained in this section.

File

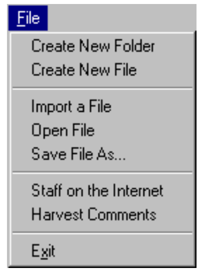
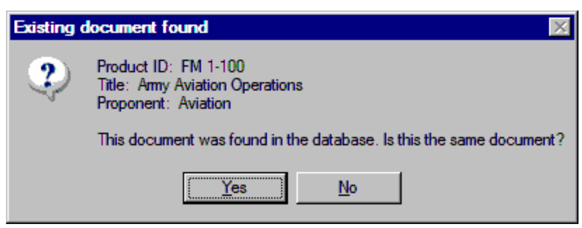
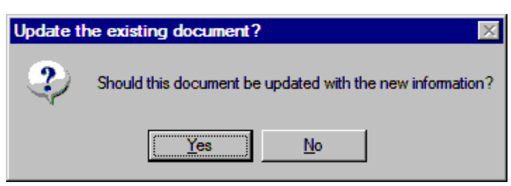


Figure 4-5: File Menu

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Create New Folder</td><td>
Creating A Folder: Creating a new folder is synonymous with creating a new document. When you want to create a new document (Field Manual) from scratch, you must create a folder for that new document to contain all of its files (front matter, chapters, appendices, etc.) Any time a new folder is created, its status is automatically Proposed. If you are currently viewing documents with a status of something other than Proposed, you will not see your new folder until you change the view to show Proposed documents.
New Folders and Program Directives (PD): Every Field Manual must have an associated PD. Therefore, when creating a new folder, you are prompted to initiate a PD. All fields in the Program Directives window (excluding Scope and Background) must be filled out for a new folder to be created.
Pre-existing Folders in ASAT: You may encounter a circumstance where you attempt to create a folder (e.g., FM 1-100) and after completing the Program Directive you receive the following message:


This message indicates that a folder designated FM 1-100 already exists in the ASAT database but that it has not been assigned a proponent. If this folder is, in fact, the same as the one you are trying to create then click the Yes button. A Yes response produces the following message:


Click the Yes button to confirm that you want to create the folder with the new/updated PD information. The new folder, in this case, FM 1-100, will appear in the Document Explorer under the status that it was assigned when it was originally placed in the ASAT database. You may need to try several different statuses by using the Document Status Drop-down Selection List (found on the Toolbar and explained later in section 4.7) to determine its
</td></tr>
</table>

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td></td><td>original choosing. Once the status is determined, you can change it to a different status by using the Change Status menu option found under the Edit menu.</td></tr>
<tr><td>Create New File</td><td>If you do not already have a file to import, you can choose to create a new one from a given template. This option gives you a head start when creating a document from scratch. When you choose to create a new file, you are presented with the Select a Template window (Figure 4-6).

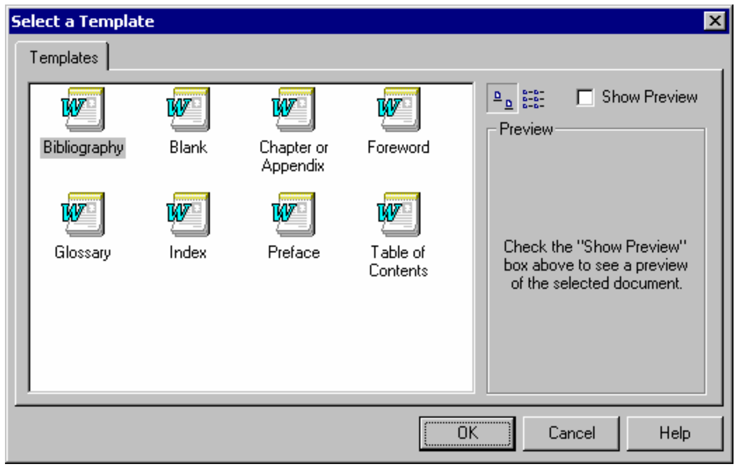


Figure 4-6: Select a Template Window

A doctrine template is simply a Microsoft Word document (.doc extension, not .dot) with some sample text formatted in a certain way. This allows the doctrine writer to overwrite the sample text, concentrating on the content instead of the format. To use the Select a Template window, select the desired template and click OK. A new file based on the chosen template will be created in your current working folder.

A preview option is provided which functions exactly like the Document Preview on the Doctrine Module Main window. You can choose to enable/disable this preview by checking/clearing the Show Preview check-box. Program responsiveness will decrease a bit with the preview turned on.

Figure 4-7: Document Preview with “Show Preview” check-box

If you have your own templates you wish to use, copy them to the Templates folder under the ASAT install folder. For example, if “C:\Asat” is the folder in which ASAT is installed, copy your templates to “C:\Asat\Templates.” They will automatically show up on the list of available templates next time you choose to create a new file.

Remember: Doctrine templates are Microsoft Word documents (.doc), not Microsoft Word templates (.dot).</td></tr>
</table>

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Import A File</td><td>
When you choose to import an existing Word document into your working folder, you are presented with a dialog box asking you to select a Word document.

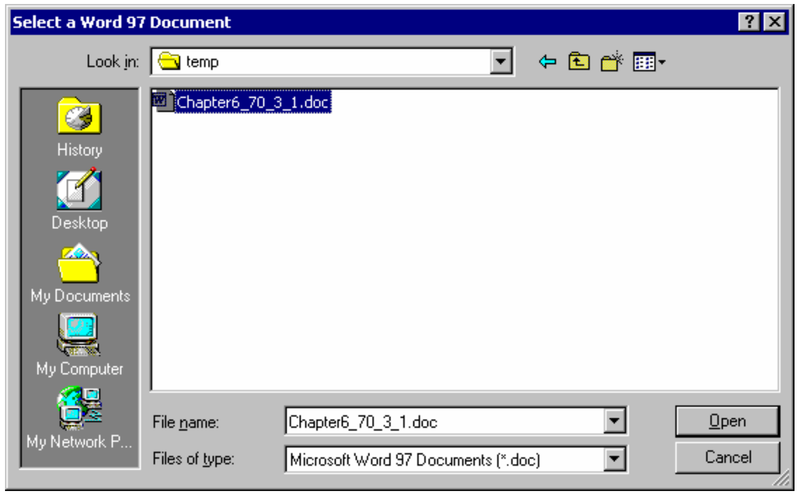


Figure 4-8: Select a Word Document Window

Like the standard Windows Open dialog box, select the drive and/or folder from the drop-down list at the top, then select one or more Word documents from within that folder. There are several ways to make multiple selections:

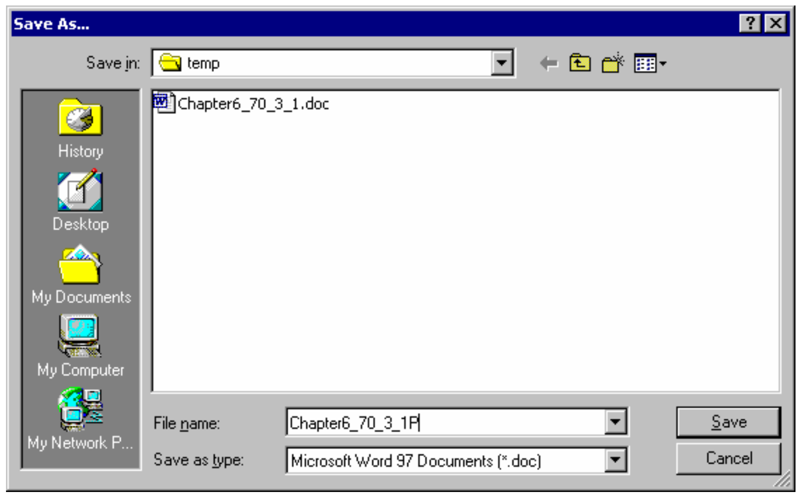
Left-click and drag a box (called “rubberbanding”) around all of the desired files in the list.
Click on the first file then hold the [Shift] key and click on the last file to select those two and every file in between.
Hold the [Ctrl] key and individually click on each desired file.

After you have made your selection, click Open and all of the selected files will be copied (imported) into your working folder.
</td></tr>
<tr><td>Open File</td><td>
Once you select a file, there are several ways to open it in MS Word for editing:

Press the [Enter] key.
Click on the Open the File In Word button on the Toolbar.
Choose Open File from the File Menu.
Double-click the Document Preview.

Each of these methods will launch MS Word (or use an existing instance of Word if it is already open) and open the selected file. From within Word you can read, edit, print, save, etc. the document just like any other Word document. MS Word is packed full of features to facilitate document editing and management such as revisions, comments, wizards for building indexes, Table of Contents, glossaries, and a myriad of other helpful tools. See the Microsoft Word online help for more details on these features.

CAUTION: Users should be aware that Microsoft Word has a “Fast Save” feature that can halt the Doctrine Module. “Fast Save” is not set by default, but the user can choose the Tools - Options - Save - menu option to activate this feature. <u>Fast save must be turned off for the Doctrine Module to work</u>. If it is not turned off the document will not go back into the database.
</td></tr>
</table>

Option	Description
Save File As	You can save the active document you are working on, whether it is new or existed previously. Use the following procedures: 1. Click on the document you want to make a copy of in the Explorer. 2. On the **File** menu, click **Save File As** (or right-click the mouse over the selection and choose from the short-cut menu.) The *Save As* window (Figure 4-9) will appear:  **Figure 4-9: File Save As Window** 3. In the **File name** box, type a name for the document. 4. Click **Save**. ***Tip:*** *To save the copy in a different folder, click a different drive in the Save in window, or click a different folder name in the folder list, or both. To save the copy in a new folder, click the* ***Create New Folder*** *button.*
Staffing On The Internet	To staff a document on the Internet, the **Electronic Staffing** Module must first be installed and set up correctly. It is then a simple matter of clicking on the **Staff the Document on the Internet** button on the Toolbar, or choosing **Staff on the Internet** from the **File** menu to make a document appear for official/unofficial review and comment on the Internet. When staffing a Proposed document on the Internet, several events transpire: • HTML is created for every section in the current version of the document. Depending on the size of each file and the number of files in the folder, this could take a couple of minutes. • As each file is processed, its icon in the **Document Explorer** will change to a red arrow and a progress meter at the bottom of the Main Window will advance to let you know something is still happening. • The current version becomes visible on the Internet on the Electronic Staffing site. • A new, duplicate Proposed version of the document is created. This is to allow you to continue working while the original remains unchanged and is receiving comments. • The version being staffed will get a different icon (lighting bolt folder) in the *All Versions* window. • When staffing is complete, a prompt appears. Click **OK** at the prompt. When staffing a document that has a status other than Proposed, the only thing that happens is the document becomes visible on the Electronic Staffing site and gets a new icon in the **Document Explorer** and *All Versions* window. No HTML or new version is created.

Option	Description
Harvest Comments	The *Harvest Comments* window is used to select a document to view the comments reviewers have made on the document. This window (Figure 4-10) displays a summary of the comment information on the document both in the grid area and on the window.

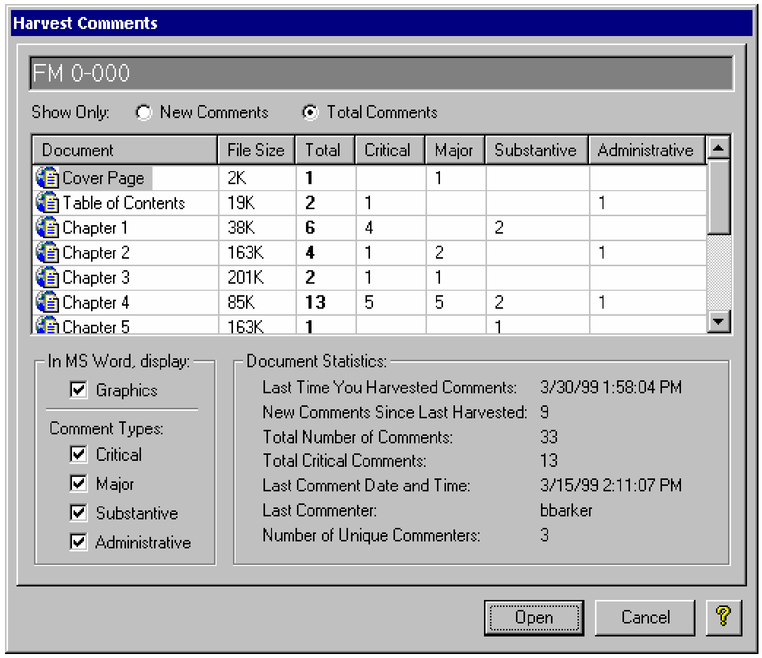


Figure 4-10: Harvest Comments Window

You have the option to choose the comment types you wish to view along with the option of displaying the graphics from the selection check-boxes that appear on the window. Double-click on a chapter selection on the grid. Once the document displays, Microsoft Word offers the following ways to review comments in a document:

To	Do this
View comments online	Rest the pointer over the text shaded with light yellow.
View each comment in sequence	Click **Next Comment** on the Reviewing toolbar.
View the previous comment	Click **Previous Comment** on the Reviewing toolbar.
View the comments of a single reviewer	Display the comment pane by double-clicking the comment mark. Click the name of the reviewer in the **Reviewers** box at the top of the comment pane.
Locate the specific comment	Click **Go To** on the **Edit** menu. In the **Go To What** box, click **Comment**. In the **Enter reviewer's name** box, click the review's name. Click **Next** until you find the comment you want.
Print comments when you print the document	On the **File** menu, click **Print**. Click **Options** and then select the **Comments** check-box.
Print only comments in a document	On the **File** menu, click **Print**. In the **Print what** box, click **Comments**.

Exit	Closes the **Doctrine** Module.

Edit

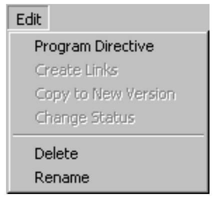
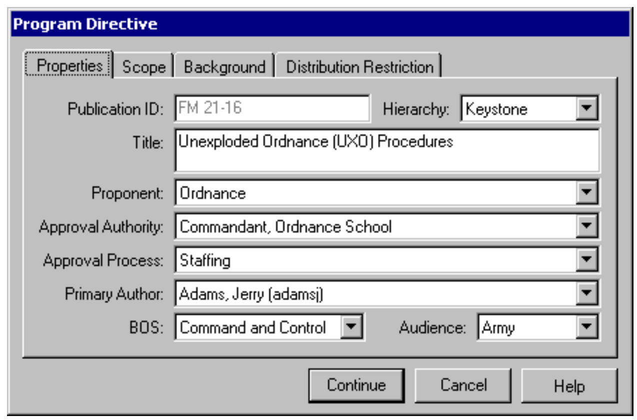


Figure 4-11: Edit Menu Options

Option	Description
Program Directive	The *Program Directive* (PD) window (Figure 4-12) allows you to create, edit, or print a document's PD. The purpose of the PD is to provide a mechanism for documenting and justifying why there is a need for writing a new FM or revising an existing one. To view or print a report, click on the  icon. The report will display on the screen. Choose the **File, Print** option from the menu to print the report to the designated printer. The *Program Directive* window consists of four major areas:
• **Properties Tab**	 **Figure 4-12: Program Directive Window: Properties Tab** The following are the various elements found on the **Properties** tab:

Field	Description
Publication ID:	Field Manual number.
Hierarchy:	Level of doctrine (spans from Keystone to reference manuals.)
Title:	Title of Field Manual.
Proponent:	Preparing agency of the manual.
Approval Authority:	Command level approving the manual.
Approval Process:	Process that will be used to approve the manual.
Primary Author:	Individual tasked with over-all responsibility for writing the manual.
BOS:	Battlefield Operating Systems.
Audience:	Primary organizations that use the manual.

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>• Scope Tab</td><td>The Scope tab (Figure 4-13) allows you to add/edit information on the scope of the PD. The scope briefly identifies the subjects covered and the organizations and/or individuals that should read the manual. The scope helps to delineate the manual's applicability to Army/DOD organizations and other agencies.

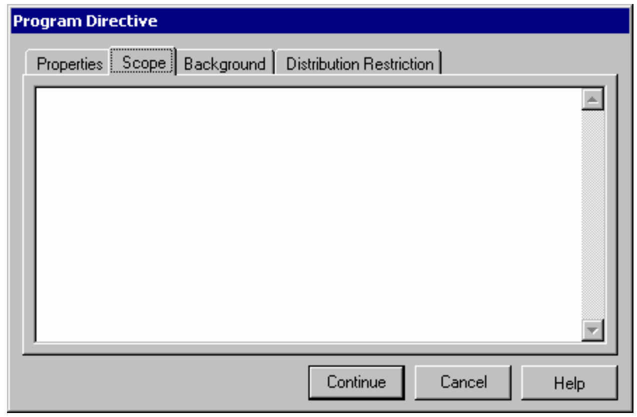


Figure 4-13: Program Directive Window: Scope Tab</td></tr>
<tr><td>• Background Tab</td><td>The Background tab (Figure 4-14) allows you to add/edit information on the background of the document. Use this tab to layout the events or activities that lead to the decision to start/revise the manual.

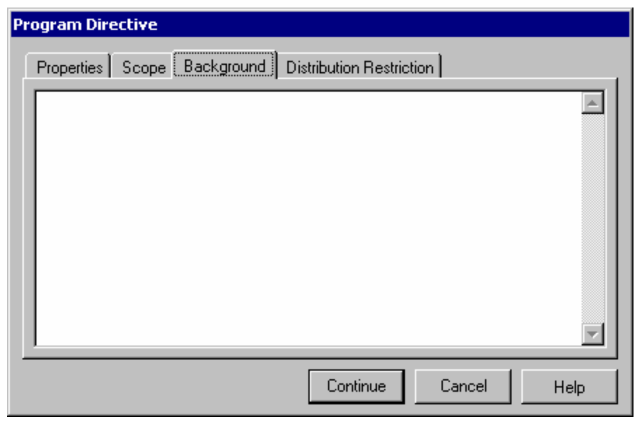


Figure 4-14: Program Directive Window: Background Tab</td></tr>
</table>

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>• Distribution Restriction Tab</td><td>The Distribution Restriction tab (Figure 4-15) provides dissemination instructions for a document. Classified products are not developed or staffed within ASAT. Use the “<- Prev” and “Next ->” buttons to cycle through the available distribution restrictions. When the appropriate one is found, replace any bracketed phrases (e.g., <date>) with the correct information for the document.

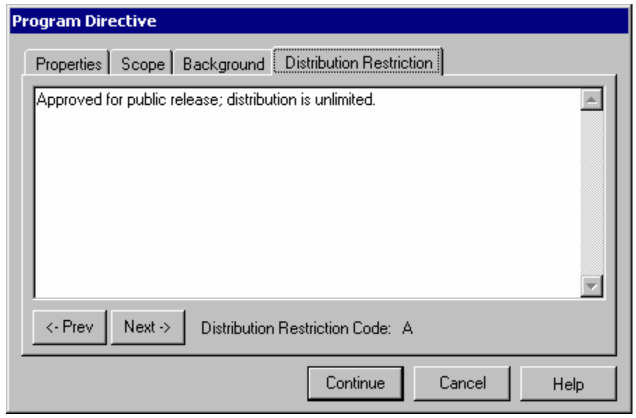


Figure 4-15: Program Directive Window: Distribution Restriction Tab</td></tr>
<tr><td>Create Links</td><td>This feature is used to make links from the Doctrine Module to approved field manuals and products. Links will appear on the ADTDL web site for field manuals. This option requires installation of Microsoft Internet Explorer 4.0x on the user’s computer. The Create Links option consists of two major windows (Link Source and Link Target) described as follows:</td></tr>
<tr><td>• Link Source Window</td><td>

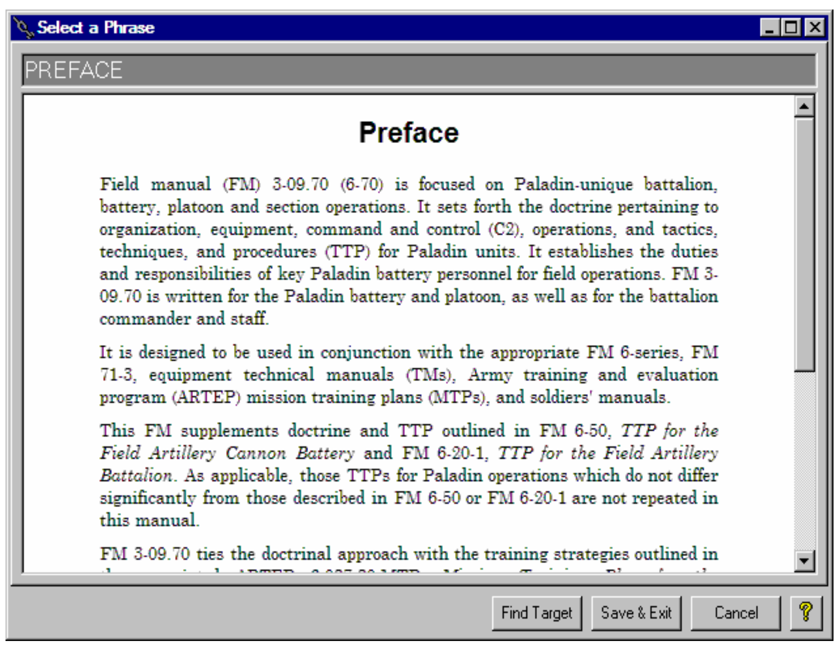


Figure 4-16: Link Source Window</td></tr>
<tr><td></td><td>The Link Source window (Figure 4-16) appears after selecting the Create Links option on the Edit menu or by clicking on the Create Links toolbar icon from the Doctrine Module Main window. This window is the first window used to make links from the Doctrine Module to approved field manuals and products. Links will appear on the ADTDL web site for field manuals. The Link Source window is specifically used to select the material for the link. Use the following procedures:</td></tr>
</table>

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td></td><td>

1. Scroll to the desired information on the *Link Source* window and highlight the data to make the selection.
2. Click on the **Find Target** button to make a link to a particular destination at the *Link Target* window (Figure 4-17) or click on the **Cancel** button to cancel and exit the *Link Source* window.

Note: *Any links previously made and saved will appear highlighted in the document. A brief overview of the link destination can be viewed by placing the cursor over the linked data. Existing links can be changed or deleted by right-clicking the mouse over the link and choosing the* ***Edit*** *or* ***Delete*** *option (the* ***Edit*** *option displays the destination link.) To save linked data, click on the* ***Save and Exit*** *button.*

</td></tr>
<tr><td>

- **Link Target Window**

</td><td>

This window is used to create a link with the source material previously selected at the *Link Source* window. The *Link Target* window (Figure 4-17) provides a list of approved Field Manuals and products.

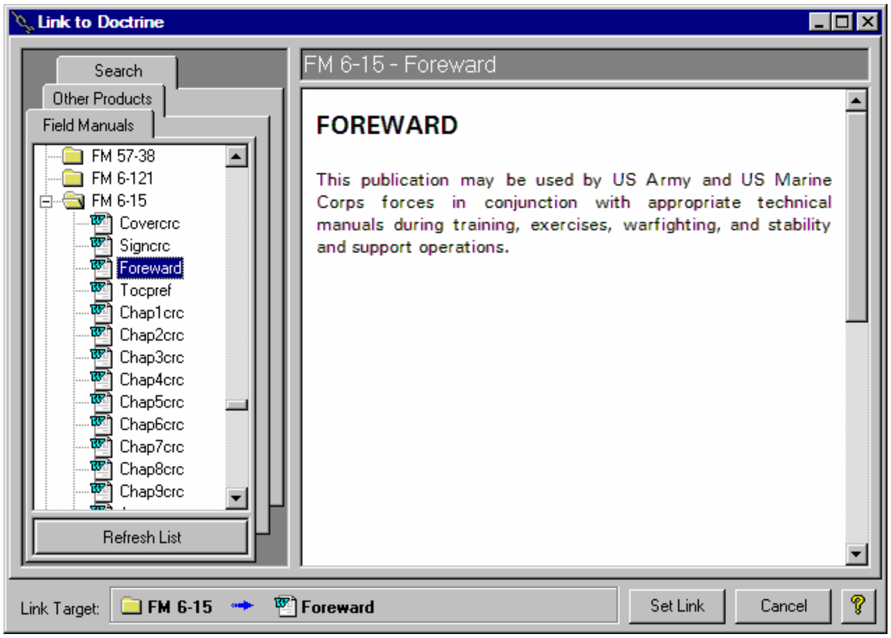


Figure 4-17: Link Target Window

</td></tr>
<tr><td></td><td>

Window Procedures:

1. On the left side of the window at the top of the screen, select the **Field Manuals** tab to view the Field Manuals (FMs) or select the **Other Products** tab to view the products (e.g., MTPs, STPs, etc.)

   The **Field Manual** and **Other Products** tabs present a standard Windows Explorer-style tree view that allows you to locate folders and files. Folders represent an entire document (field manual or product), and files are the related chapters that make up the document. A plus sign next to the folder indicates the presence of additional files. When a file or folder is selected, the information associated with it is displayed on the right side of the window.

2. To make a link, scroll through the document and highlight the information in the document that you want linked to the source selection made at the *Link Source* window.

</td></tr>
</table>

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td></td><td>3. Click on the Set Link button to make the link. The Link Source window redisplays with the source link highlighted.

Note: Click on the Cancel button to exit back to the Link Source window without making a link.</td></tr>
<tr><td></td><td>Window Features:
Search Tab Select the Search tab at the top of the screen to search for a word or phrase in the manual. Type the word or phrase you want to find in the space provided and click the Search button to search the Field Manuals and chapters containing the search criteria. When the search is complete, a list appears of the manuals and chapters that contain the word or phrase. Click on a selection on the list to have the program locate and highlight the areas of the document where the word or phrase appears.
Resize Allows you to drag the area between the left and right windowpane with the mouse until the frame is the size you want.</td></tr>
<tr><td>Copy To New Version</td><td>Duplicates the selected folder as a new, Proposed version. This option comes up automatically each time you change the status of the document or if you staff the document on the Internet.</td></tr>
<tr><td>Change Status</td><td>Allows you to change the official status of the document to Approved, Proposed, Obsolete, or Inactive.

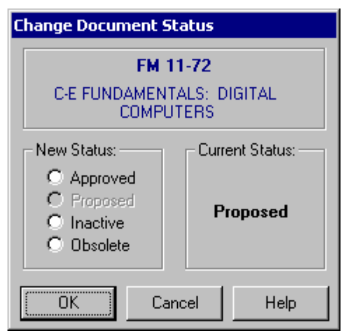


Figure 4-18: Change Document Status Window

The Change Document Status window (Figure 4-18) allows you to change the status of the document. You are presented with the document number and title for reference, the document's current status, and a choice of available new statuses. To change the status of the document, simply select the appropriate choice and click OK. Whenever the status of a document is changed, the following occurs:

• An HTML copy of the document is created for use on the Internet.
• You are asked if you want to create a new, Proposed version as well. This will allow you to continue to work on another revision.</td></tr>
<tr><td>Delete</td><td>Permanently deletes the selected file or folder. A prompt first appears allowing the user to confirm the deletion before the deletion is actually completed.</td></tr>
<tr><td>Rename</td><td>Allows you to rename the selected file. Type the new name in the File Name area and press [Enter].</td></tr>
</table>

View

Figure 4-19: View Menu Options

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Approved, Proposed, Obsolete, Inactive, or Staffing</td><td>Selecting one of these options reloads the Document Explorer to show only those folders with that status. See section 4.5, Field Manual Status, for descriptions of the statuses terminology.</td></tr>
<tr><td>All Versions</td><td>Displays the All Versions window.

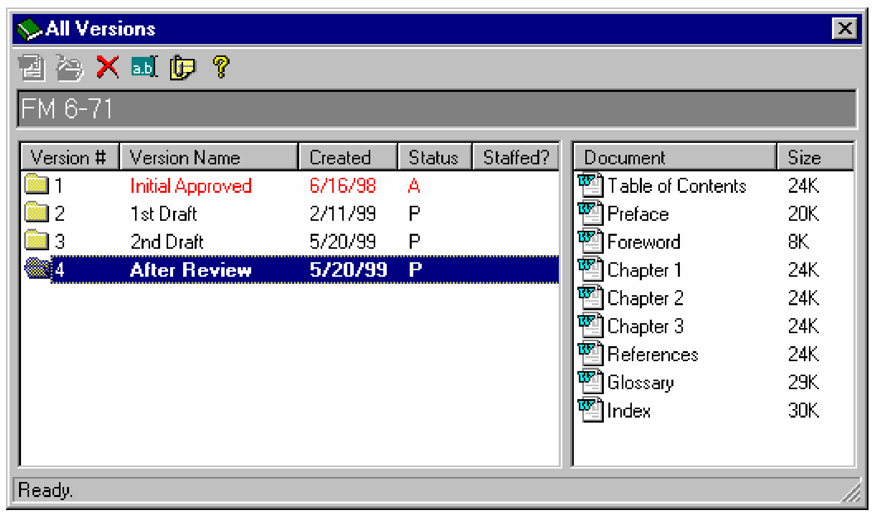


Figure 4-20: All Versions Window

The All Versions window (Figure 4-20) lists every version of the document since its creation along with the status, the date, and an indication if the version is currently staffed. Much like the Document Explorer, the folders represent an entire version, and the files are the related chapters (sections, parts, etc.) that make up the document in that particular version. At this window, options are available on the toolbar to perform the following: delete an entire version, restore (copy) a file from a previous version to your current working version, rename a file, review comments, and open a file (view-only.)</td></tr>
<tr><td></td><td>Tip: Place the cursor over each toolbar icon to get a description of its function.

Screen Features:

A version currently being staffed on the Internet will get a different icon (lighting bolt folder.)
A bold title indicates that this is the current folder being used. A red title indicates that the document is an approved official version and cannot be changed.
The document files appear on the right pane of the split screen. Double-click on a file to view the contents.
</td></tr>
</table>

Option	Description
	• Right-clicking on a version title will bring up a shortcut menu which gives you the option to (re)name the version for easy recognition, delete the version, or to view comments made by reviewers. Right-clicking on a document file will bring up a shortcut menu to view the file or to restore (copy) the file to your current working version. • The screen, including the split portion of the windowpane, can be resized by clicking the mouse on a border and dragging it until the window area is the size you want. ***Note:*** *Click on the* ***Edit*** *–* ***Copy to New Version*** *option at the Doctrine Main window to save a copy of the document with a new Version name. The* ***Name This New Version*** *prompt will come up allowing you to enter the new name. This prompt automatically appears each time you change the status of a document or if you staff the document on the Internet.*
Refresh	Refreshes the display (pressing the **[F5]** key also performs this function.) Reloads the list of documents in the **Document Explorer**. It will also re-check the "locked" status of all files. A locked status indicates that a document is currently being used and cannot be changed or updated.

Options

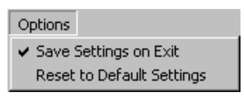


Figure 4-21: Options Menu

Option	Description
Save Settings On Exit	Saves current proponent, document status, window size, and position.
Reset To Default Settings	Resets all of the size and position settings.

Help

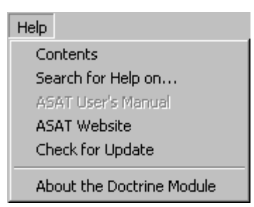


Figure 4-22: Help Menu

Option	Description
Contents	Displays the online help table of contents.
Search For Help On	Displays the Help index.
ASAT User's Manual	Displays the ASAT User's Manual in the Adobe Acrobat Reader. This feature is enabled after a copy of the ASAT User Manual file is downloaded from the ASAT Website. Check with your System Administrator if this feature is not activated on your PC.
ASAT Website	Opens your default web browser to the ASAT Homepage.
Check For Update	Displays Doctrine software updates on the ASAT website available for download.
About The Doctrine Module	Displays the splash screen. You can find the version number of the **Doctrine** Module on this screen.

4.7 Doctrine Module Toolbar

The **Doctrine Module Toolbar** buttons and functions (from left to right) are as follows:

Figure 4-23: Doctrine Module Toolbar

Button	Description
Create A New Folder Button	This option is used to create a new document. See **Create A New Folder** (section 4.6, File - Menu Bar.)
Create A New File From A Template Button	This option is used to create a new file from a doctrine template (.doc extension). See **Create A New File From A Template** (section 4.6, File - Menu Bar.)
Import A Word Document Button	This option is used to import an existing Microsoft Word document. See **Import A Word Document** (section 4.6, File - Menu Bar.)
Open the File In Word Button	This option is used to open a document in Microsoft Word. See **Open File** (section 4.6, File - Menu Bar.)
Create Links Button	This option is used to make links from the **Doctrine** Module to approved field manuals and products. See **Create Links** (section 4.6, Edit - Menu Bar.)
View/Edit Program Directive Button	Allows you to edit the document's PD. Displays the *Program Directive* window. See Program Directive (section 4.6, Edit-Menu Bar.)
Document Status Drop-down Selection List Box	Changes the view in the Document Explorer to only show documents with that particular status. Choices are *Approved*, *Proposed*, *Obsolete*, *Inactive*, and *Staffing*.
Staff A Document On The Internet Button	This option is used to staff documents on the Internet. See **Staffing on the Internet** (section 4.6, File - Menu Bar.)
Harvest Comments	This option is used to view or print comments made from the *Electronic Staffing* web site. See **Harvest Comments** (section 4.6, File - Menu Bar.)
Help Button	Displays help on the active window.

4.8 Proponent Selection List Box

The first step in locating a folder is to select a proponent from the **Proponent Selection** list box. The **Document Explorer** will then reload to show the folders associated with the selected proponent. You may also have to select a status (Approved, Proposed, etc.) from the **Toolbar**.

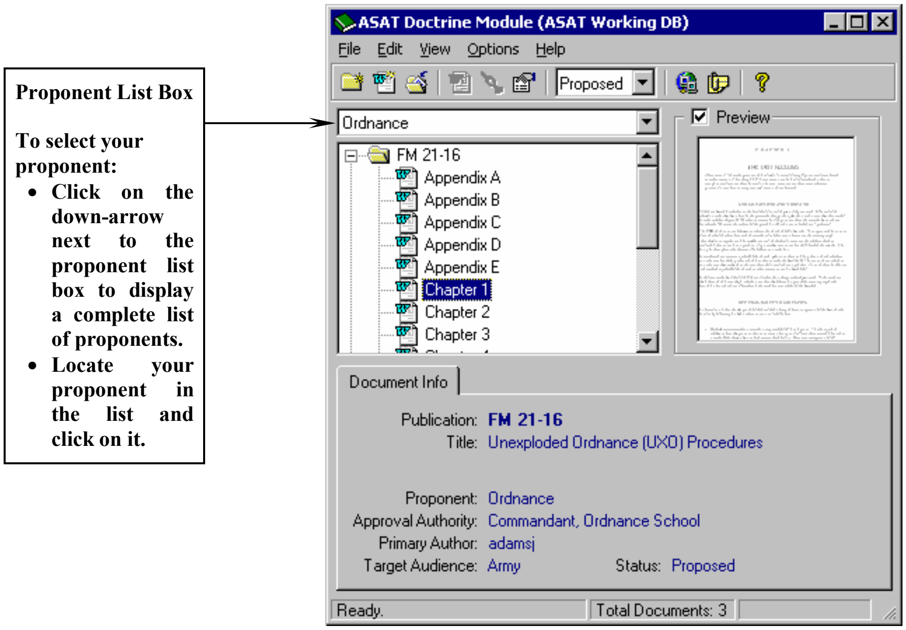


Figure 4-24: Main Window: Proponent Selection List Box

4.9 Document Explorer

The **Document Explorer** is the main working area of the **Doctrine** Module. It utilizes a standard Windows Explorer-style tree view to allow you to locate folders and files. The **Document Explorer** displays only the folders and files associated with the selected proponent in the **Proponent Selection** list box and with the selected status in the **Toolbar**.

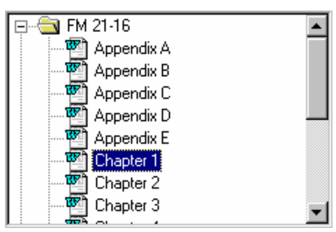


Figure 4-25: Document Explorer

Folders represent an entire document (Field Manual), and files are the related chapters (sections, parts, etc.) that make up the document. Initially, the **Document Explorer** will be empty until you select a proponent from the **Proponent Selection** list box. The **Document Explorer** will then load all of the folders and files associated with the selected proponent and status. You must highlight a file or folder by clicking on it before trying to perform an action. A plus sign next to a folder indicates the folder contains files. The selected folder is known as your "working folder." All actions are performed on the selected (highlighted) file or folder. When a file or folder is selected, the **Document Preview** and the **Document Information** tab both refresh to show the correct information.

Along with the **Menu Options** and **Toolbar**, you can also right-click (click with the right mouse button) to get a pop-up menu with available actions. The following describes the right-click options available depending on what is highlighted in the **Document Explorer**:

Right-click menu over a folder:

- **Delete** — Permanently deletes the selected folder.
- **New Folder** — See: Creating a New Folder (section 4.6, File Menu Options.)
- **New File** — See: Creating a New File (section 4.6, File Menu Options.)
- **Import File** — See: Importing a File (section 4.6, File Menu Options.)
- **Staff on the Internet** — See: Staffing on the Internet (section 4.6, File Menu Options.)
- **Copy to New Version** — Duplicates the selected folder as a new, Proposed version. See also: *All Versions* window (section 4.6, Edit Menu Options.)
- **Change Status** — Allows you to change the status of the document. Displays the *Change Status* window (section 4.6, Edit Menu Options.)
- **All Versions** — Displays the *All Versions* window (section 4.6, View Menu Options.)
- **Refresh** — Refreshes the display. Reloads the list of documents in the Document Explorer. Will also re-check the "locked" status of all files. A locked status indicates that a document is currently being used and it cannot be changed or updated.

Right-click menu over a file

- **Open** — See: Opening A File (section 4.6, File Menu Options.)
- **Rename** — Allows you to rename the selected file.
- **Delete** — Permanently deletes the selected file.
- **New Folder** — See: Creating A New Folder (section 4.6, File Menu Options.)
- **New File** — See: Creating A New File (section 4.6, File Menu Options.)
- **Import File** — See: Importing A File (section 4.6, File Menu Options.)
- **Refresh** — Refreshes the display. Reloads the list of documents in the Document Explorer. Will also re-check the "locked" status of all files.

Drag and Drop Feature

- Reorder chapters in a folder by clicking on the selection and moving the selection with the mouse.
- Move chapters with the mouse from the explorer to a folder in the **Doctrine** Module Main window.

Legend of icons used in the Document Explorer:

 or  Folder representing an entire document.

 Folder representing an entire doument currently being staffed on the Internet.

 File representing a chapter, section, part, etc. of a document.

 Locked file. Another user is currently editing or reading this file.

4.10 Document Preview

The *Preview* window allows you to see a miniature image of the first page of a file including the document file size. This is to help you identify a file without having to open it in MS Word. This feature decreases the responsiveness of the **Document Explorer** significantly and can be turned on/off by checking/clearing the check-box in the upper left corner.

Figure 4-26: Document Preview Window

The main window can be resized like a normal Windows application with one exception: the **Document Preview**. To resize the Preview, click and drag the small area between it and the **Document Explorer**. The **Document Preview** must (and will) remain proportional. Double-clicking on the **Document Preview** will open the selected file in MS Word.

4.11 Document Information Tab

This area displays information about the document selected in the Document Explorer.

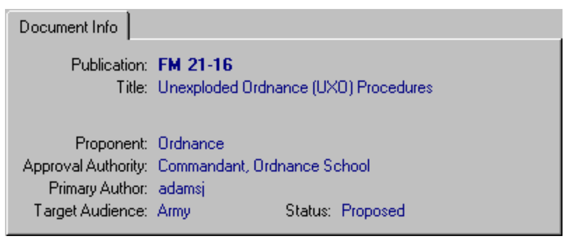


Figure 4-27: Document Information Tab

This information is extracted from the Program Directive. The following are the various elements found on the **Document Information** tab. Refer to the **Properties** tab of the *Program Directive* window (section 4.6, Edit – Menu Bar) for definitions of the following terms:

- **Publication**
- **Title**
- **Proponent**
- **Approval Authority**
- **Primary Author**
- **Target Audience**
- **Status**

4.12 Doctrine Module Status Bar

The **Status Bar**, located at the bottom of the *Document Explorer* window, displays if a selection has been activated. This area also indicates the total number of documents associated with the folder selection. If no folders display after you have selected a proponent in the **Explorer**, then follow the instructions on how to **Create A Folder** in section 4.6, Menu Bar – File.

Figure 4-28: Doctrine Module Status Bar

4.13 Export Doctrine

The **Export Doctrine** function is used to export Field Manuals from one ASAT working Database to import to another, for example between contractor organization and a proponent. This allows users to share data with other proponents via TEXMIS.

On the Power Panel, click the **Doctrine** button, double-click on the **Export Doctrine** title or highlight the title and click the **Open** button.

The *Doctrine Maintenance* grid (Figure 4-29) appears as a **grid-detail** view of the Doctrine records. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window.

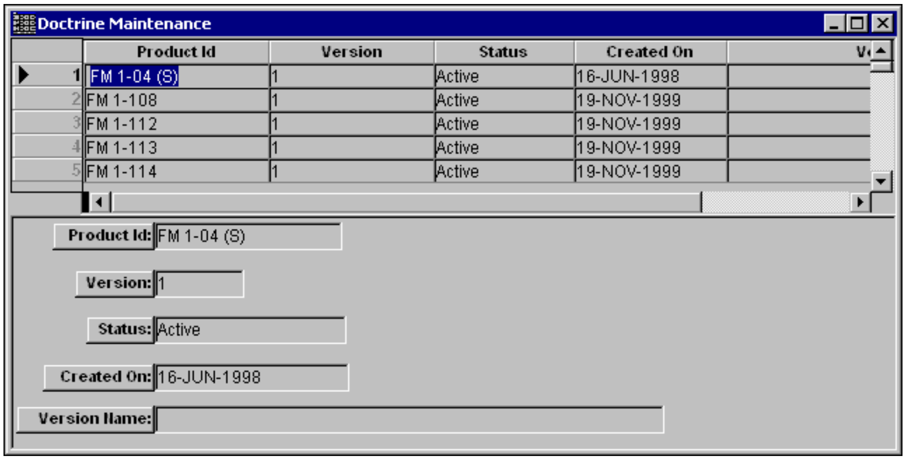


Figure 4-29: Doctrine Maintenance Window

The top half of the window is a grid of rows and columns of the **Doctrine** data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the records focused on in the grid above.

The following columns appear on this tab:

Field	Description
Product Id	Displays the product identification number.
Version	Displays the latest version of the product.
Status	Contains the Category code identifying the status of the current tasks as being *Proposed*, *Active*, *Inactive*, *Draft*, *Superseded*, or *Obsolete*.
Created On	Displays the date the version was created.
Version Name	Displays the descriptive name of the Document Version.

To select an existing record for export, click the mouse on the desired row. From the **File** menu, choose **Export**, the following window opens.

Type	Description
Master Table	The main information being imported.
Parent Tables	Data that has been linked to the master table data via Link tables.
Link Tables	Data that relates to master data to other information in the database.

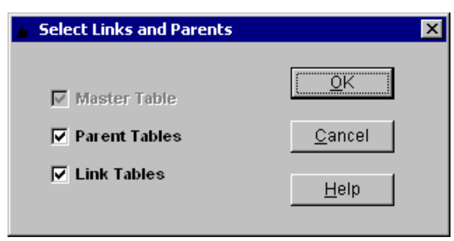


Figure 4-30: Select Links and Parents

On this window, the user can narrow down the data to be copied and include parent tables and/or link tables. In most cases users should export the link tables or both the link and parent tables. Master tables are always copied. Click the **OK** button to continue or click the **Cancel** button and exit back to the **Doctrine** Module window. If **OK** is chosen, a *Select Database Profile* window (Figure 4-31) will appear:

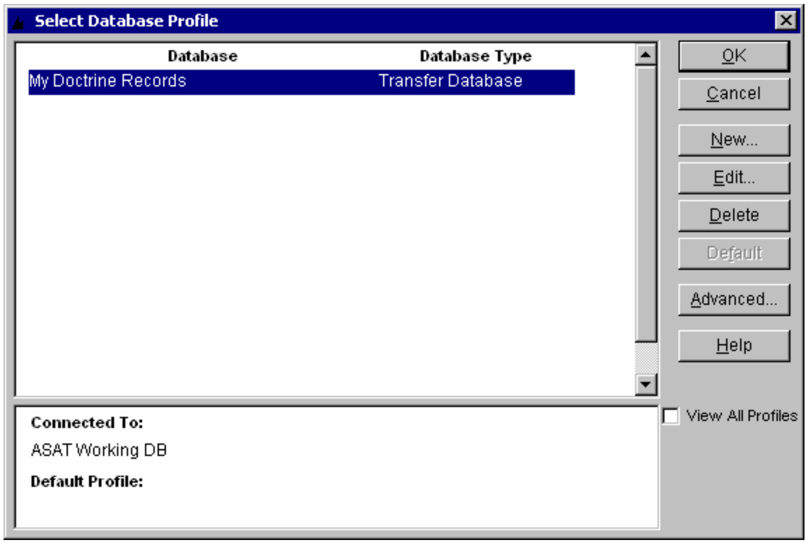


Figure 4-31: Select Database Profile Window

The purpose of this window is to allow the user to select the source database from which data will be exported. The target database is the database that the user was connected to prior to selecting this **Export** feature from the Power Panel.

The **New** button allows the user to define a new database profile.

The **Edit** button allows the user to edit an existing database profile.

The **OK** button selects the currently highlighted database profile. ASAT will then attempt to open a connection to the selected database.

The **Cancel** button closes down this window, and cancels any changes made by the user.

The **Delete** button will delete the currently highlighted database profile.

The **Advanced** button allows fine-tuning of the connection parameters used to connect to the database server. These options may have to be adjusted based on the network protocols in use at the user site. See section 8.6.1 for details.

The **Default** button defines the highlighted database profile as the default profile when starting ASAT. The initial login window will attempt to attach to the default database.

Selecting the **New** or **Edit** buttons at the *Select Database Profiles* window produces a *New* or *Edit Database Profile* window with similar functions (the *New Database Profile* window is shown in Figure 4-32):

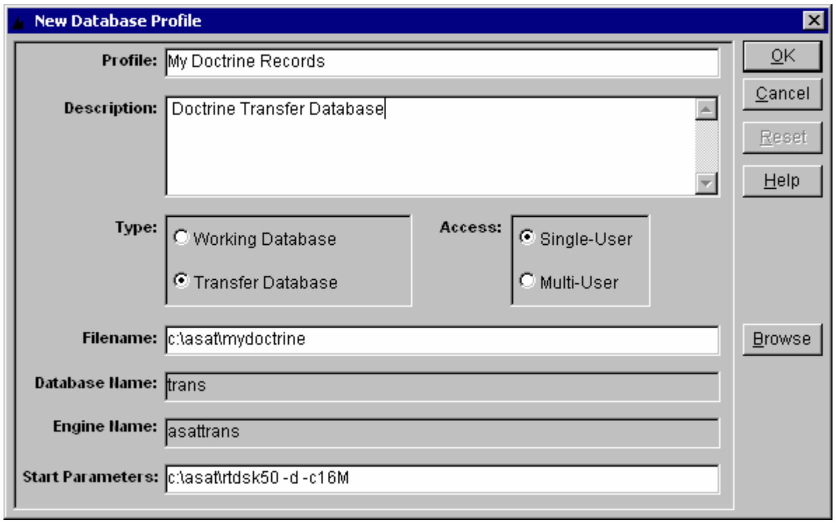


Figure 4-32: Database Profile Edit/New Window

This window allows the user to create and edit database profiles. The function keys and formats are the same as the *Database Profile Edit/Create Option* window for the **Import** feature within ASAT. See section 8.6.1, Import, for more information.

Select an Export Prompt

The next window that appears will prompt you to either completely replace the transfer database or to merge to the data that is already in the transfer database. In the case of a new transfer database, both replace and merge mean the same thing since you start with an empty transfer database.

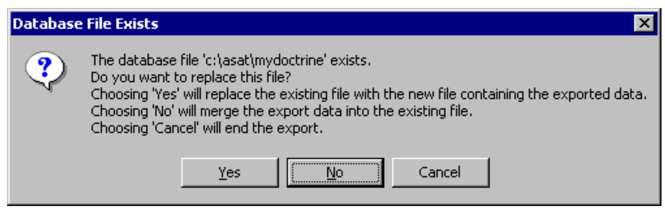


Figure 4-33: Select an Export Prompt

After selecting either to replace or to merge the file, ASAT attempts to connect to the source database. A status window displays during the transfer allowing you to monitor the progress of the data transfer (copy.)

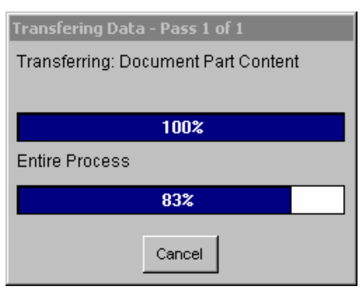


Figure 4-34: Transfer Data Status Window

Database errors generally occur because the information is already in the target database, or the information has been imported more than once by the specific import process. If this happens, a *Transfer Error Log* screen (Figure 4-35) will appear:

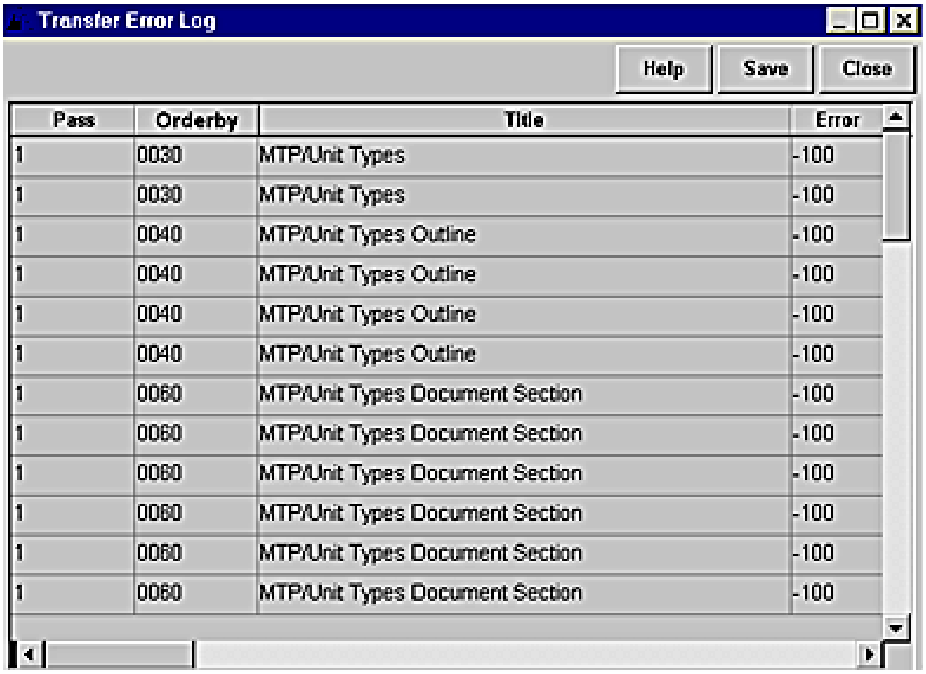


Figure 4-35: Transfer Error Log Screen

The *Transfer Error Log* screen shows the type of error, the error number, and an error message. Click the **Save** button to save the Error Log information to your folder.

When the export is completed, a message box appears. Click the ***OK*** *button to continue. The ASAT Power Panel displays.*

Please contact your ASAT system administrator if you are having difficulty connecting to the database.

Figure 4-36: Transfer Complete Dialog Box

4.13.1 Creating a New Transfer Database

When doing an Export of any data from ASAT you will eventually be asked to create a transfer database. After choosing a record and selecting **Export**, you are presented with a *Select Database Profile* window. If you click the **New** button you will be presented with a form in which you will need to fill out information about this transfer database. A field that often causes considerable confusion is the **Filename:** field. Although it is not strictly required, it is highly recommend that you type something like "C:\ASAT\filename.TDB." The .TDB extension stands for "Transfer DataBase" and should ALWAYS be used as the extension for a transfer database file. As for the filename, that is left to your discretion. It is suggested that you use descriptive names like "action-export.tdb," and "10-Col_Tasks.tdb" so that you can tell what is in these files when you go back to them later. You can also place them in your ASAT folder (usually "C:\ASAT") so you will always know where to find them when you need them.

Contact your ASAT system administrator if you are having difficulty connecting to the database.

4.14 ASAT Security and the Doctrine Module

Security Overview: ASAT provides a sophisticated security system to help manage the development of training and doctrinal data. The ASAT **Doctrine** Module has been fully integrated into the ASAT security system. ASAT System Administration is discussed in detail in Appendix G.

This section provides a brief overview of the specific security privileges that impact the **Doctrine** Module. The **Doctrine** Module is integrated into the ASAT **System Administration** Module in the following four areas:

- Ability to access the **Doctrine** Module.
- Ability to add/edit/delete documents in the **Doctrine** Module.
- Ability to change the status of documents (Ex. from *Proposed* to *Approved*.)
- Ability to staff documents on the Electronic Staffing Web Site.

Ability to access the Doctrine Module: The following security permissions must be present for a user to access the **Doctrine** Module.

1. User must have an account in the ASAT User Administration list that is Active.
2. User must be a member of at least one User Group that is Active. (This user group, or set of user groups, will be referred to as the *doctrine user groups* for the rest of this document.)
3. One of the *doctrine user groups* must be linked to the *Doctrine Development* Power Panel window.

Ability to add/edit/delete documents in the Doctrine Module: The ability of a user to add or change information in the **Doctrine** Module is dependent on the link to the *Doctrine Development* Power Panel window and is further controlled by the row-level security features of ASAT.

The *Doctrine Development* Power Panel link from rule #3 above controls the ability to add, edit, or delete documents. (The "links only" feature does not apply to the **Doctrine** Module.) The ability to edit or delete documents is further constrained by the row-level security features of ASAT. Users can only edit or delete documents that have been specifically linked to their user groups. This allows the ASAT System Administrator to control the development process and limit development to specific documents.

The matrix below explains the significance of the **Add**, **Modify**, **Delete**, and **Links Only** settings for the *Doctrine Development* Power Panel link.

Add	Users can add new documents to the **Doctrine** Module.
Modify	Users can modify existing documents if they are linked to the user group via row-level security.
Delete	User can delete documents if they are linked to the user group via row-level security.
Links Only	Not Applicable.

Ability to change the status of documents in the Doctrine Module: A user can change the status of a document in the **Doctrine** Module (e.g., from *Proposed* to *Approved*) if the following security permissions are in place.

1. The user has access to the **Doctrine** Module.
2. The user has the ability to modify the document in question.
3. The user has the ability to Approve documents. This feature is enabled on a user-by-user basis in the **Electronic Staffing** tab folder window of the *ASAT User Administration* window. The user must have a checkmark in the field entitled: **Can Approve Documents and Manage Staffing of Documents on the Internet**.

Ability to staff documents on the Electronic Staffing Web Site: A user can manage the staffing of documents on the Electronic Staffing Web Site if they have the ability to change the status of documents in the **Doctrine** Module as outlined above.

CHAPTER 5

COLLECTIVE TASK DEVELOPMENT

5.1 Collective Task Development Overview

The following topics are covered in this chapter:

The primary purpose of Collective Task Development is to deliver standard task data to a specific unit for use in their unit training management process. Currently, collective and drill information is created and maintained in ASAT by proponents for delivery to units through the Standard Army Training System (SATS). Units access collective information by identifying their respective ARTEP Mission Training Plan (MTP) and drill information by identifying the appropriate Drill Books. The regulatory guidance for developing collective and drill task information is described in TRADOC Regulation 350-70, *Training Development Management, Processes, and Products*.

> ***Note:*** *The* ***Simulation Task Analysis*** *function currently available through the* ***Collective*** *Module is a prototype not to be used to enter permanent data. Full documentation on this function will become available after this function has been fully reviewed by the applicable ASAT proponents and functional analysts.*

In addition to Collective Task Development supporting the development of MTPs, a single source of standard collective task data is available to institutional training programs and Training Aids, Devices, Simulators, and Simulations (TADSS). For example, quality collective task data will help ensure that a training and evaluation outline in a company-level MTP contains the same content as a lesson plan taught in an Officer Advanced Course.

ASAT allows collective training developers to create and maintain collective task data by performing the following major functions:

- Build a MTP with TOE, mission, collective task, and element linkages.
- Define collective task content by developing task conditions, standards, and task steps.
- Link related task information to the collective task and steps, such as: media, drills, supporting individual tasks, equipment, battlefield operating system, supporting collective tasks, supporting references, Opposing Force (OPFOR) tasks, etc.
- Printing collective information in standard formats.

For example, a collective training developer could use ASAT to develop draft task data to support the Initial Operational Test and Evaluation (IOT&E) for a new tracked vehicle.

Training developers can use ASAT to produce the whole ARTEP MTP, especially the relational data of Chapters 2 and 5 of an MTP. Chapter 2 contains the mission to collective task matrix and the collective-to-individual task crosswalk. Chapter 5 contains the training and evaluation outlines (T&EOs) for each collective task. Most of the collective task reports in ASAT support MTP development. However, the task data in ASAT can be formatted in a variety of ways using report-generation software such as Infomaker. For example, you could use Infomaker to design a matrix showing all of your proponent collective tasks and the MTPs that contain them.

As an example, suppose you are a collective training developer at a U.S. Army School. You have ensured there are programmed resources to develop several new ARTEP MTPs over the next three years. Your rationale is twofold: (1) The School's portion of the Armywide Doctrinal and Training Literature Program (ADTLP) shows that several MTPs have not been revised in over three years; (2) You have read a lot of reports about the advanced warfighting experiments for digital combat organizations and you anticipate a requirement to develop new MTPs or several collective tasks to support those digital units.

Given the tasking to develop a new MTP for a digital company/team, you reason that the majority of the information in the existing MTP is pretty good. Therefore, you develop the following work plan:

a. Using the **Mission Training Plan Wizard** you can copy the existing MTP data into the new MTP. You can also confirm all of its linkages of TOEs, missions, collective tasks, glossary, and references by adding new ones and deleting those that do not apply to the new MTP.
b. Using Quick Access to reach the Tab Folder window for each task, the next step is to review existing tasks and consider how digital technology might change them. This is done by checking the task conditions, the standards, and the task steps; and making any changes necessary to reflect the digital doctrine and tactics, techniques, and procedures.
c. Also using Quick Access, enter the numbers of the new tasks, proceed to the Tab Folder window and develop the conditions, standards, and task steps for the new tasks.
d. In addition, at the Tab Folder window for each task, other linked data needs to be checked or added for all tasks; such as, elements and missions, drills, supporting individual tasks, equipment, battlefield operating system, supporting collective tasks, supporting references, etc.
e. Returning to the Power Panel, click the **Collective** tab and scroll down to find **MTP/Collective Task Summary (RTF)** under the **Reports** section to print one or more tasks or the whole MTP.

The next section of this chapter will guide you through the steps to develop the set of collective information for one MTP. Proceed to section 5.2, Create or Edit MTP Data.

5.2 Create or Edit MTP Data

This section will guide you through the procedures for creating a new MTP or revising an existing MTP. You have a choice of either working in the **Mission Training Plan (MTP) Wizard** (described in section 5.2.1) or at the **MTP** tab folder (described in section 5.2.2) for linking the appropriate data.

The **Mission Training Plan (MTP) Wizard** will take you step-by-step through most of the decision-making and linking processes. The **MTP** tab folder window allows you the flexibility of selecting any tab folder to work on and to do more extensive linking.

The following table lists all the windows used for linking MTP data and identifies if the window is accessed in both the wizard and tab folder or only accessed at the tab folder.

Window Name	Available through MTP Wizard and MTP Tab Folder	Available through MTP Tab Folder Only
Select MTP to Edit or Create	X	
Copy Existing Mission Training Plan	X	
Link MTP to TOEs	X	
Link MTP to Missions	X	
Link MTP to Collective Tasks (T&EOs)	X	
Link MTP to Glossary (Product Terms)	X	
Link MTP to Supporting Products	X	
Link Product Data Page 1		X
Link Product Data Page 2		X
Link Administrative Data		X
Link Remarks		X
Link MTP to Distribution Restriction		X
Link MTP to Supersedes Statement		X
Link Sections		X
Link Category Items		X
Link Doctrine		X
Link MTP/Unit Type Tasks		X

Note: *For an MTP, the link to Mission(s) and TOE(s) is required. If the MTP-Mission link is not made, the Mission Matrix in Chapter 2 of the MTP will not print; only the Missions identified in this link will be used to create the Mission Matrix. If the MTP-TOE link is not made, the T&EOs in Chapter 5 will not show any Elements; only Elements belonging to the TOE specified in this link will be output.*

Before the linking can occur; the TOE, missions, collective tasks, glossary terms, and references tables must have the appropriate choices available. Chapter 7 contains an explanation of these Support tables, except collective tasks, which are explained in section 5.3.

5.2.1 Using the MTP Wizard to Create or Edit MTP Data

From the Power Panel (Figure 5-1) click on the **Collective** Module. Move your cursor to the **Mission Training Plan (MTP) Wizard** menu option and double-click on it.

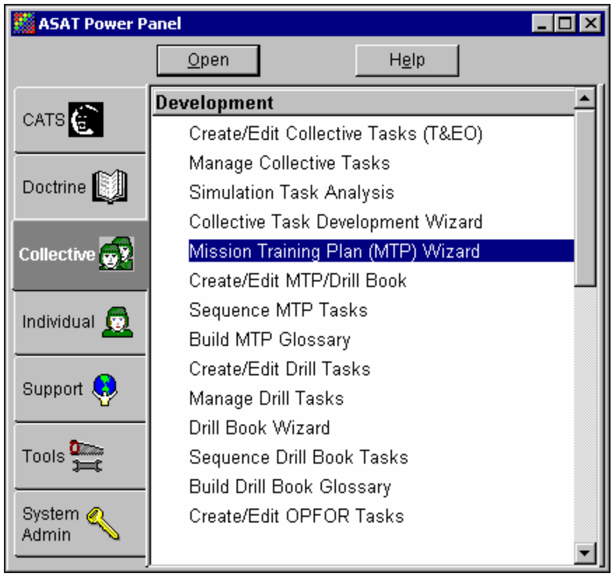


Figure 5-1: Power Panel – MTP Wizard Option

Once the selection has been made at the Power Panel, the *MTP Wizard - Select MTP to Edit or Create* window (Figure 5-2) will appear:

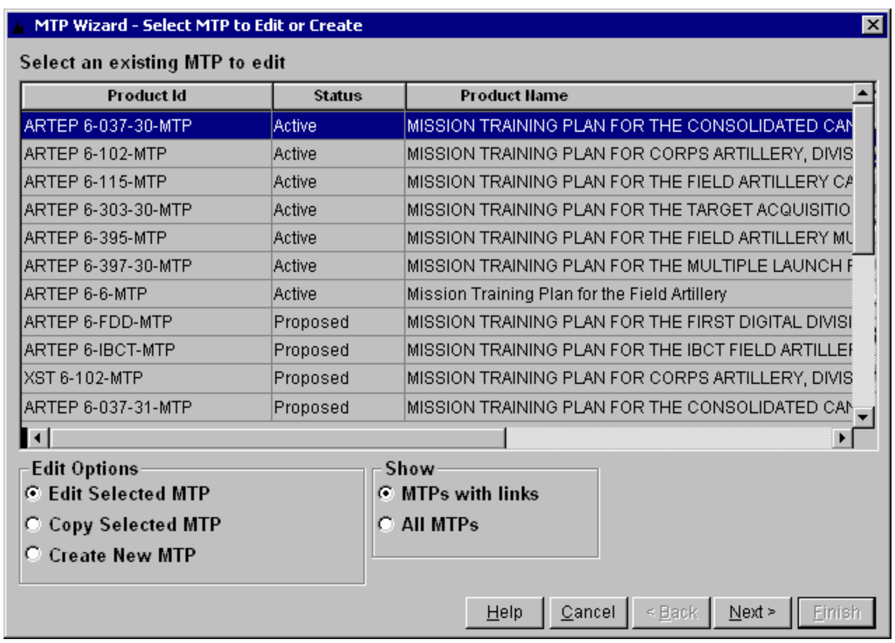


Figure 5-2: Select MTP to Edit or Create

The *MTP Wizard - Select MTP to Edit or Create* window has three panes. The **Top** pane is a picklist of MTPs. The **Show** pane controls which MTPs appear in the picklist. The default **MTPs with Links** choice only shows the MTPs with collective task links. The **All MTPs** choice shows those with and without links.

The **Edit Options** pane offers three choices: **Edit Selected MTP**, **Copy Selected MTP**, and **Create New MTP**. The edit, copy, and create options are explained in the following paragraphs.

- The **Edit Selected MTP** option will allow you to edit and change the related information of the selected task highlighted on the task picklist shown on the top part of the window.

  Note: *It is important to recognize that this option changes the MTP with no copy of the original MTP retained.*

- The **Copy Selected MTP** option allows you to select a task from the task picklist shown on the top part of the window and to make a copy of the selected task with all of its related data. This allows you to keep the original task intact and provides a working copy for proposed changes.
- The **Create New MTP** option allows you to enter all new task information and related data.

Each screen includes the following buttons:
Help opens the help information for the particular window.
Cancel exits the Wizard without saving any changes made during the current Wizard session.
Back returns to the previous screen and leaves entries as they are on the current screen.
Next opens the next window.
Finish saves changes and exits the Wizard.

We will start with the **Copy Selected MTP** option.

5.2.1.1 Copy Selected MTP

In the **Edit Option** box, shown in Figure 5-2, click the **Copy Selected MTP** choice. Click on the MTP you want to copy. If you do not see the desired MTP in the picklist, click on the **Show** option of **All MTPs**. Once you have highlighted the desired MTP, click on **Next>**. ***Note:*** If you still could not find the desired MTP in the ASAT picklist, then you need to check the ASAT CD-ROM or the RDL Data Repository.

Note: *You can exit from the **MTP Wizard** at any time by clicking on the **Finish** button. Any work performed to that point would be saved.*

Step 1: Copy Existing Mission Training Plan Window. After making an MTP copy selection, the *Copy Existing MTP* window (Figure 5-3) will appear:

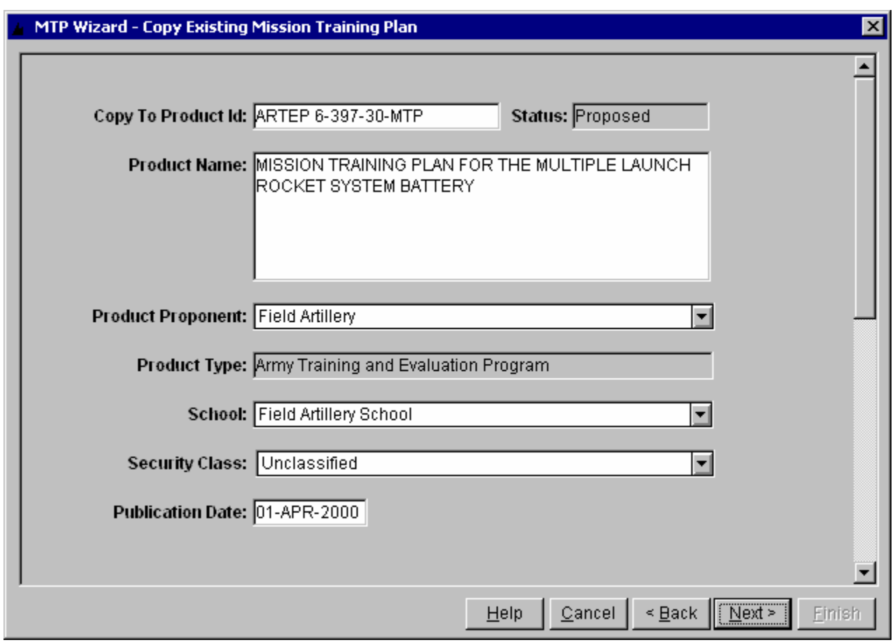


Figure 5-3: Copy Existing MTP

- At the *Copy Existing Mission Training Plan* window, enter a product number. The product number must be unique. For example, you cannot have two versions of ARTEP 71-1-MTP with the identical product number. At the **Product Id** pane, you must change the product number. In addition, the product number must end in "-MTP". Even if you are creating a collective training special text for students at your school, you must still end the special text product number in "-MTP".
- Edit the **Product Name**, if desired.
- Add a **Product Proponent** and **School** by clicking on the down-arrows in those panes. Typically, the proponent and the school will be the same. However, for some co-proponent manuals, the **Product Proponent** may be a subject area such as Combined Arms and the **School** will be a lead school. For example, the product proponent for ARTEP 71-1- DRAFT-MTP is Combined Arms and the lead school is the Armor School (the other co-proponent school is the Infantry School.)
- You may choose a security classification for the product at this window. Also, if desired, enter a publication date for the new MTP. You may choose to leave this field blank since the proposed date may change several times prior to publication.
- When you have entered all desired data on this screen, click the **Next>** button.
- If the following window appears, click the **No** button. It is referring to staffing comments and only applies to Field Manuals (FMs) at this time.

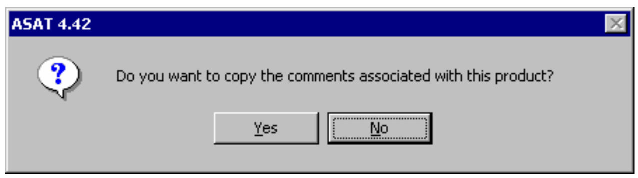


Figure 5-4: Copy Comments with Product

Step 2: Link MTP to TOEs. The *Link MTP to TOE* window prompts you to link the new MTP with one or more TOEs. Since there are many TOEs, ASAT first provides you with a *Specify Filter Criteria for Organization* screen (Figure 5-5) to limit the number of TOEs that will appear in your picklist.

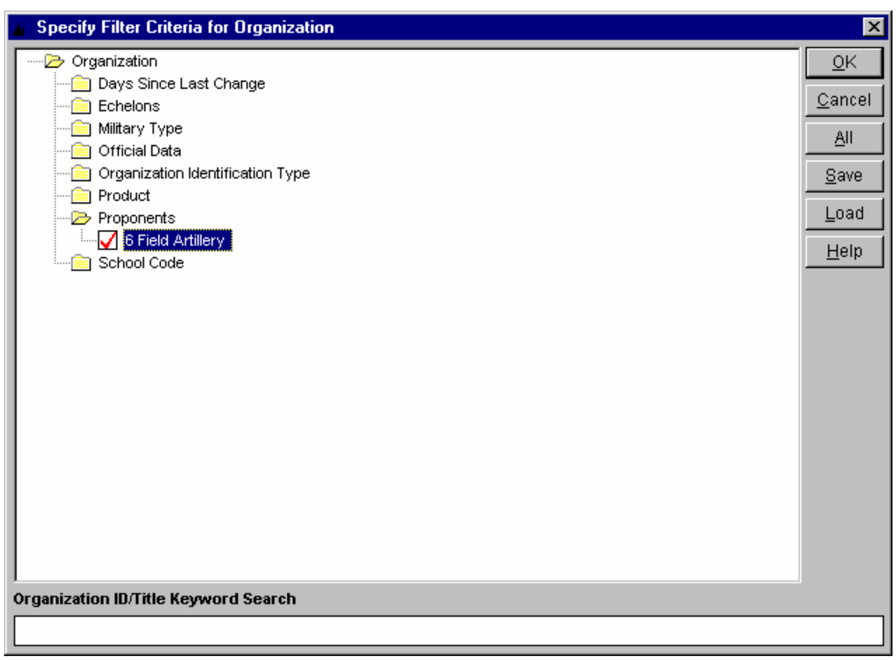


Figure 5-5: Organization Filter Screen

- One of the most useful filters for linking TOEs is the Proponents filter. For example, as shown in Figure 5-5, you can double-click on **Proponents**, select **Field Artillery**, and click **OK** to limit your TOE picklist to various types of Field Artillery only.

- You do not have to use a filter at all. If you click the **<u>A</u>ll** button on the filter screen, you will get a list of all the TOEs in your database. General filtering information is provided in section 9.2. Details on filtering MTP and Collective task data are provided in section 5.4.

  Note: *Most linking windows within the wizard operate the same. Refer to section 9.7 for a complete explanation of how to perform wizard-linking operations.*

- Once you have filtered your TOEs, the **MTP Wizard** will display a screen with two windowpanes shown in Figure 5-6:

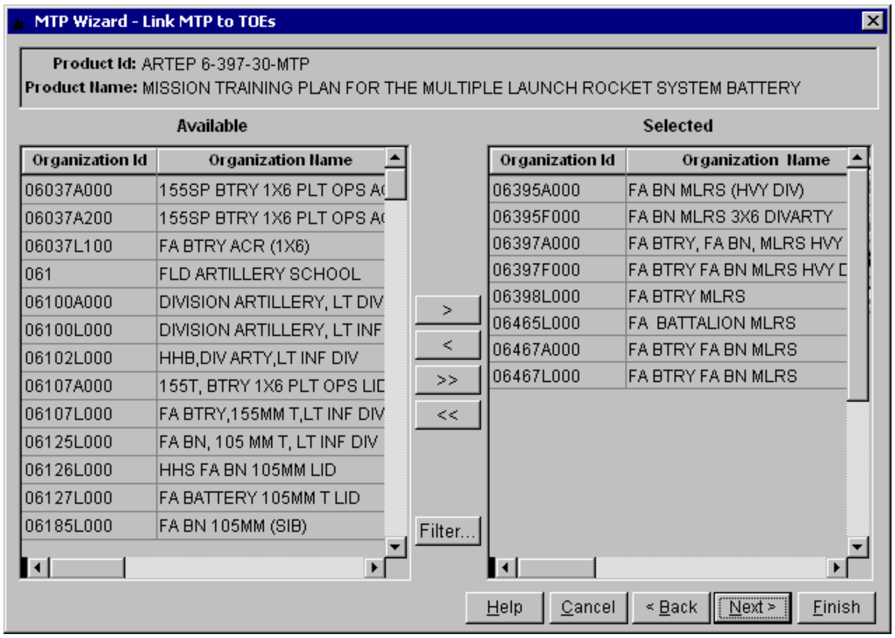


Figure 5-6: Link MTP to TOEs

- The window on the left contains all of your filtered TOEs. In this example, the window lists several Field Artillery TOEs. Hold down your **[CTRL]** key and use your mouse to select all the TOEs in the left window that you want to link to your new MTP.
- When you have finished selecting TOEs, click on the > button in the middle of your screen. The highlighted TOEs will move from the left window to the right window. They have now been linked to your new MTP.
- You can link <u>all</u> the TOEs in the left window to your MTP by clicking on the >> button. You can remove all TOEs from the right window by using the << button or you can remove selected TOEs by highlighting them and using the < button.
- Click the **Filter** button to choose another Organization Filter.
- When you have entered all desired data on this screen, click on **<u>N</u>ext>**.

Step 3: Link MTP to Missions. The *Link MTP to Missions* window (Figure 5-7) allows you to identify what missions will be included as part of your MTP. This window works the same as the *MTP to TOE* window.

> ***Note:*** *You can exit from the* ***Mission Training Plan (MTP) Wizard*** *at any time after this point by clicking on the* ***Finish*** *button. Any work performed to that point would be saved.*

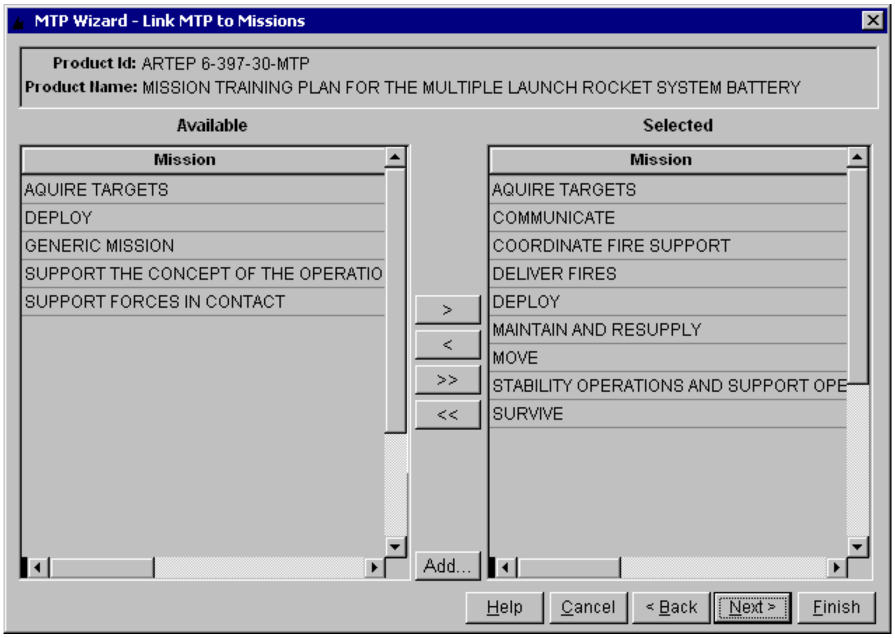


Figure 5-7: Link MTP to Missions

- Use the **[CTRL]** key and your mouse to select the desired missions in the left window.
- Use the > button in the middle of the screen to move the highlighted missions to the right window, thereby linking them to your MTP.
- Click the **Add** button to add a new mission. The new mission will appear on this screen and in the Mission table in the **Support** Module.

Step 4: Link MTP to Collective Task (T&EO). The **MTP Wizard** gives you the option of filtering collective tasks at this point and the *Specify Filter Criteria for Collective Task* window (Figure 5-8) will appear:

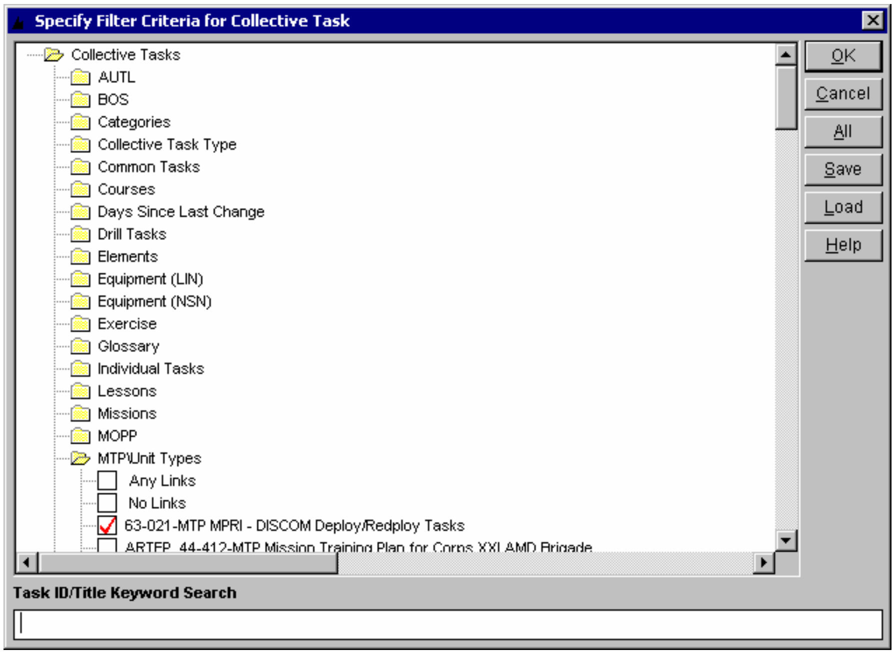


Figure 5-8: Collective Task Filter Screen

- If you do not want to filter tasks, click on the **All** button. Usually, it is a good idea to filter, because it limits the size of your picklist. For example, if you are developing a new MTP for a Digital Company/Team, you may want to filter on an existing Company/Team MTP. That existing MTP task list will provide you with a start point for your Digital MTP, even if you decide not to include many of the tasks.
- The *Specify Filter Criteria for Collective Task* window works just like other filter screens in ASAT. You can filter tasks by criteria such as BOS, categories, and elements. However, the most useful filter is the **MTP/Unit Types**, as shown in Figure 5-8.
- If you double-click on that filter, it will provide you with a list of all MTPs in your database as shown in the previous example. Click on the one(s) you want to filter by and then click on the **OK** button. The filtered MTP/Unit Type tasks will appear in a window on the left side of your window, as shown in Figure 5-9:

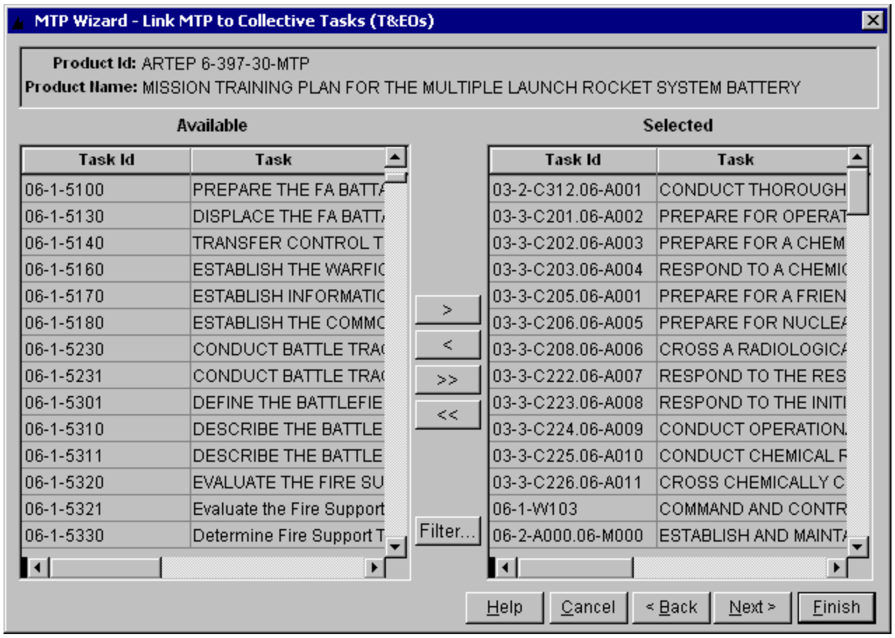


Figure 5-9: Link MTP to Collective Tasks (T&EOs)

- Since we copied an existing MTP, the linked collective tasks will appear in the right pane. If these are not appropriate for the new MTP, you have to select them. Use the **[CTRL]** key and your mouse to select tasks in the right window. Click on the **<** button to move the highlighted tasks to the left window, thereby unlinking them to your new MTP. Click the **Filter** button to choose different data to appear on this screen.

  CAUTION: *If you want additional tasks, select the ones you want in your MTP from the left pane and move them to the window on the right side.*

- Use the **[CTRL]** key and your mouse to select tasks in the left pane, just as you did with the TOE. Click on the **>** button to move the highlighted tasks to the right pane, thereby linking them to your new MTP.

  CAUTION: *Do not edit your collective tasks until you have read section 5.2.1.2, Edit an Existing MTP, and determined if you need to copy existing tasks to prevent changes to current MTPs.*

- When you are finished selecting tasks, click on the **Next** button.

Step 5: Link MTP to Product Terms (Glossary). You can use the **MTP Wizard** to link product terms to your MTP. A glossary filter screen will first appear allowing you to specify the terms to appear on the screen. Refer to section 9.2 for details on using the ASAT filter option. After selecting a filter, the following wizard screen appears:

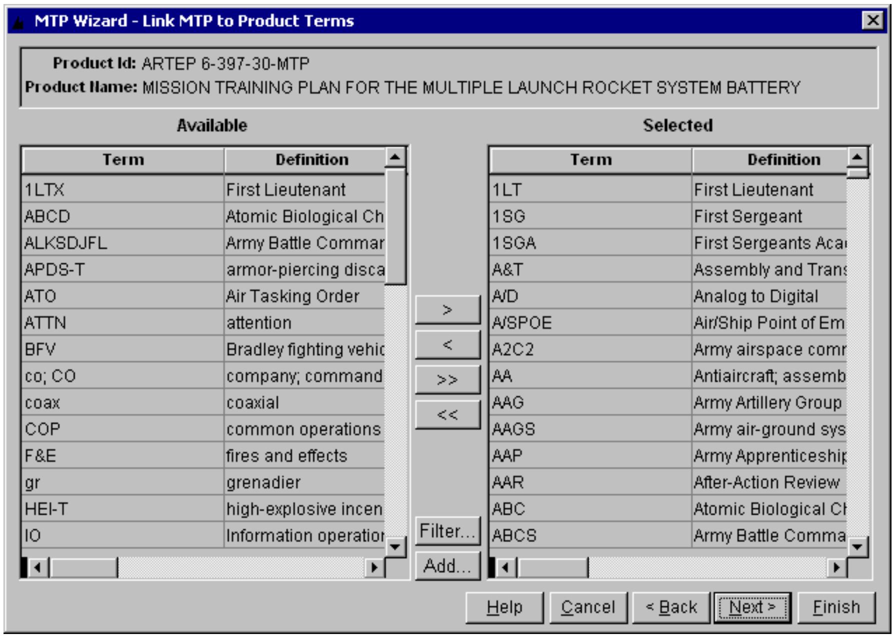


Figure 5-10: Link MTP to Product Terms

You probably do not want to build the glossary until you have developed the T&EOs in your MTP. Even if you do not build the glossary at this time, you can use the **MTP Wizard** to edit your MTP later and add the glossary terms at that time.

- Click the **Add** button to access a window to add a new product term. The new product will appear on this screen and in the Products Table in the **Support** Module. Click on the **Filter** button to specify a new filter.

  Note: *You can also use another function in ASAT, the* ***Glossary Builder****, to automatically create a glossary for your MTP. Refer to section 5.8 for details on building an MTP glossary.*

- If you want to continue using the **MTP Wizard**, click on the **Next** button. The *Link MTP to Supporting Products* screen will appear as shown in the next example. If you do not want to link your MTP to **Supporting Products**, then click on the **Finish** button and go to section 5.7, Print MTP/Collective Data, for instructions on how to print an MTP RTF file.

Step 6: Link MTP to Supporting Products (References). You can also use the **MTP Wizard** to link supporting products (or references) to your MTP as shown in Figure 5-11. A products filter screen will first appear allowing you to specify the products to appear on the screen. Refer to section 9.2 for details on using the ASAT filter option. After selecting a filter, the following wizard screen will appear:

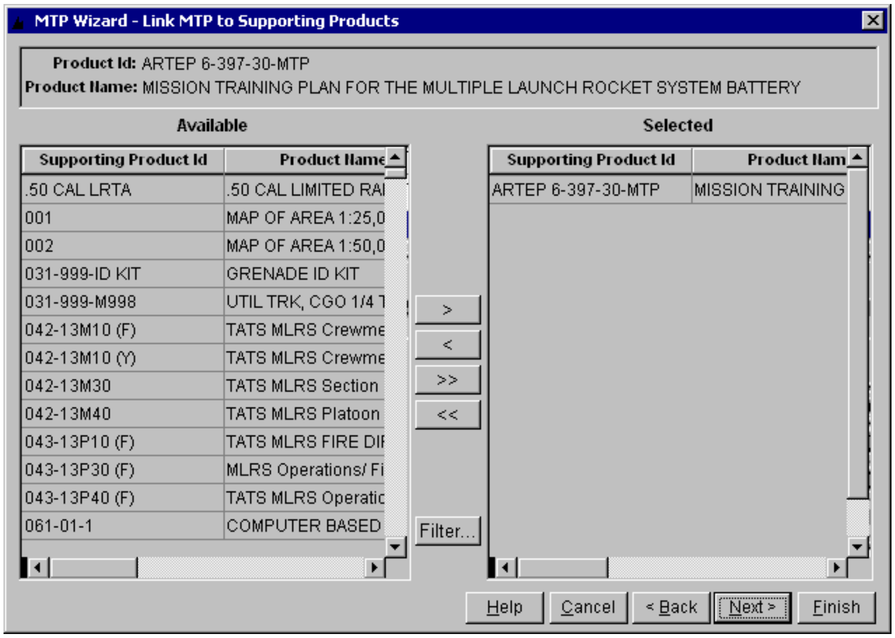


Figure 5-11: Link MTP to Supporting Products

- As with the glossary, you probably do not want to list your references until you have developed the T&EOs. You can use the **MTP Wizard** later to edit your MTP and add the references.
- If you want to list your supporting products now, you can use the filter screen to limit your picklist. For example, if you want to list only Field Manuals (FMs) and Technical Manuals (TMs) as references, you can use the **Product Types** filter to limit your picklist to those types of products only.
- Your filter selection will produce a list of all FMs and TMs in your database in a window on the left of your screen. As with other **Wizard** windows, you can select the products you want to link and move them to the window on the right. You can also change a filter by clicking on the **Filter** button.
- If you want to continue using the **MTP Wizard**, click on the **Next** button. The last **Wizard** screen (Figure 5-12) gives you the option of creating a Rich Text Format (RTF) file of the MTP, which you can print from a word processing program.

> ***Note:*** *For instructions on how to print an MTP RTF file, see section 5.7, Print Collective/Drill Data Reports.*

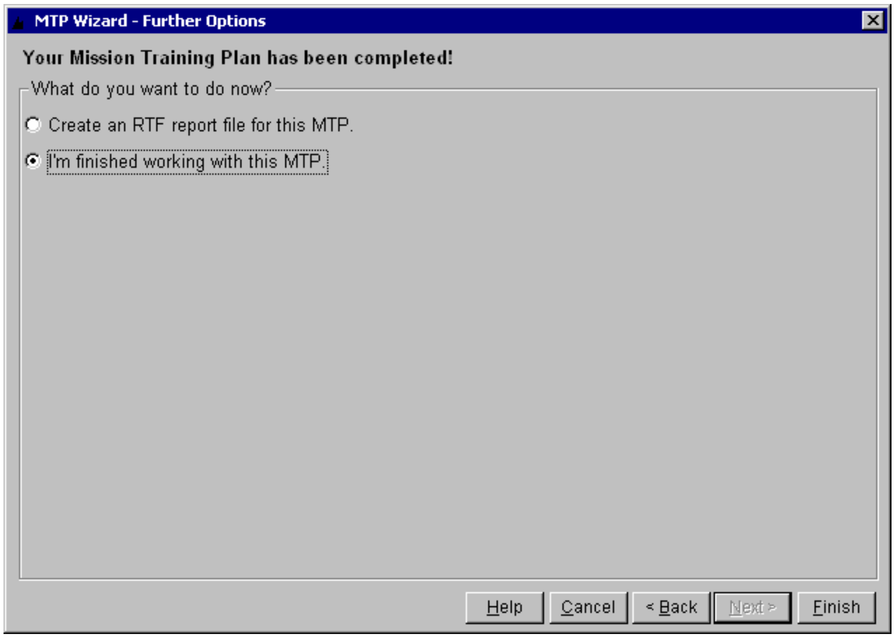


Figure 5-12: MTP Wizard – Further Options Window

- If you do not want to print your draft MTP, then click on the **Finish** button. The *Update Change History* window (Figure 5-13) appears:

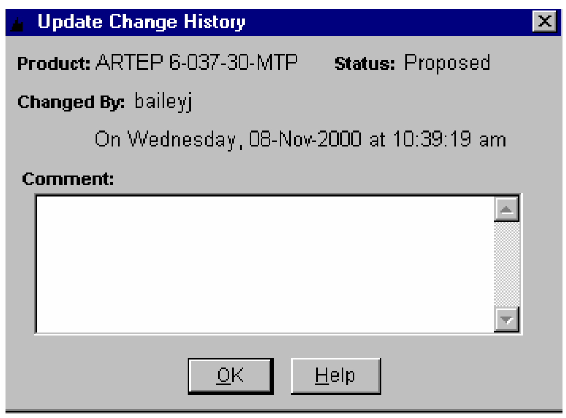


Figure 5-13: Update Change History

- The *Update Change History* window allows you to enter a summary/history audit trail on the MTP. Click **OK** when done. The Power Panel is then displayed.

5.2.1.2 Edit an Existing MTP

The procedures for editing an MTP are almost the same as *Copy Selected MTP* described in section 5.2.1.1. However, one critical decision must be made upfront: Do you need to keep a current version of the MTP in your database *while it is being revised*? The answer is "yes", if you are revising a DA publication. If that is the case then you will need to *copy* the existing MTP. For example, if you are revising the DA publication ARTEP 71-1-MTP then you will want to make a copy of it while you are revising the T&EOs. On the other hand, if you are revising a draft MTP, you may decide to *edit* it, understanding the changes are permanent.

- From the Power Panel, click on the **Collective** button. Move your cursor to the **Mission Training Plan Wizard** and double-click on it.
- Click on the edit option, **Edit Selected MTP**, and then click on **Next>**.

- The same set and sequence of windows are followed as shown and explained in *Copy Selected MTP* (section 5.2.1.1); however, you will be able to adjust the existing linked data. Continue using the **MTP Wizard** to link and unlink MTP data.
- When you are ready to start revising T&EOs for your MTP, go to section 5.3, Create or Edit Collective Tasks Data.

5.2.1.3 Create New MTP

The procedures for creating an MTP are almost the same as *Copy Selected MTP* described in section 5.2.1.1. However, there will be no linked data.

- From the Power Panel, click on the **Collective** button. Move your cursor to the **Mission Training Plan Wizard** and double-click on it.
- Click on the edit option, **Create New MTP** and then click on **Next>**. Continue using the **MTP Wizard** to link and unlink MTP data.
- When you are ready to start revising T&EOs for your MTP, go to section 5.3, Create or Edit Collective Tasks.

5.2.2 Using the MTP Tab Folder to Create or Edit MTP Data

An MTP tab folder **View** can be accessed by making a selection from a grid view using the *Quick Access* window or from many Picklist Linked Data tabs. The **MTP** tab folder provides the user with access to all the data associated with a record. The **MTP** tab folder is by default editable. However, if the user does not have appropriate system privileges or another user is already editing the same record, the **MTP** tab folder will be read-only (the title bar will have Read Only in it.)

> ***Note:*** *The following procedures describe how to access the* ***MTP*** *tab folder through a picklist tab. Refer to Chapter 2 or Chapter 9 for details on using the* ***Quick Access*** *approach to get to the tab folder.*

From the *ASAT Power Panel* (Figure 5-14) click on the **Collective** button. Move your cursor to the **Create/Edit MTP/Drill Book** option under the **Development** section and double-click on it.

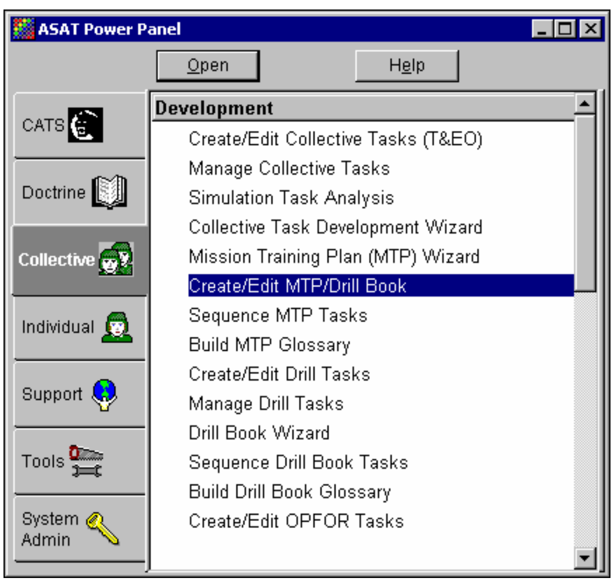


Figure 5-14: Power Panel – Create/Edit MTP/Drill Book Option

Once the selection has been made at the **Power Panel**, the *Specify Filter Criteria for MTPs/Drill Books* window (Figure 5-15) will appear:

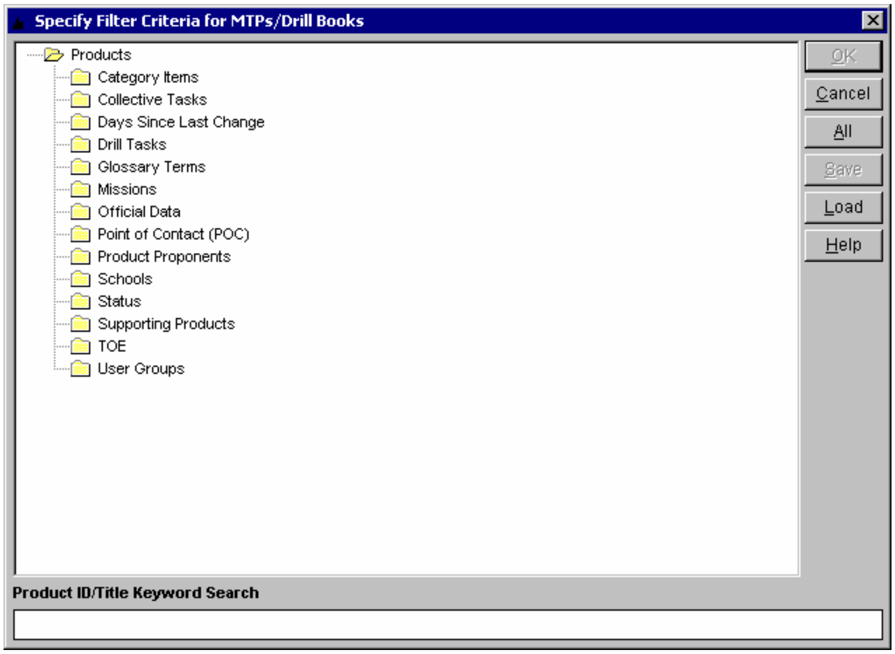


Figure 5-15: MTPs/Drill Books Filter Screen

This filter screen appears to help you find the MTP product you want to work on. You do not have to use a filter at all. If you click the **All** button on the filter screen, you will get a list of all the MTPs in your database.

> ***Note:*** *General filtering information is provided in section 9.2. Details on filtering MTP and Collective data are provided in section 5.4.*

The Product **grid-detail** view of the MTP product is displayed, as shown in Figure 5-16. The main purpose of this window is to find and click on the MTP product (-MTP extension) on which to work. You can add, edit, and delete MTP tasks through the **Data** menu or by clicking on the **Insert**, **Edit**, or **Delete** toolbar buttons.

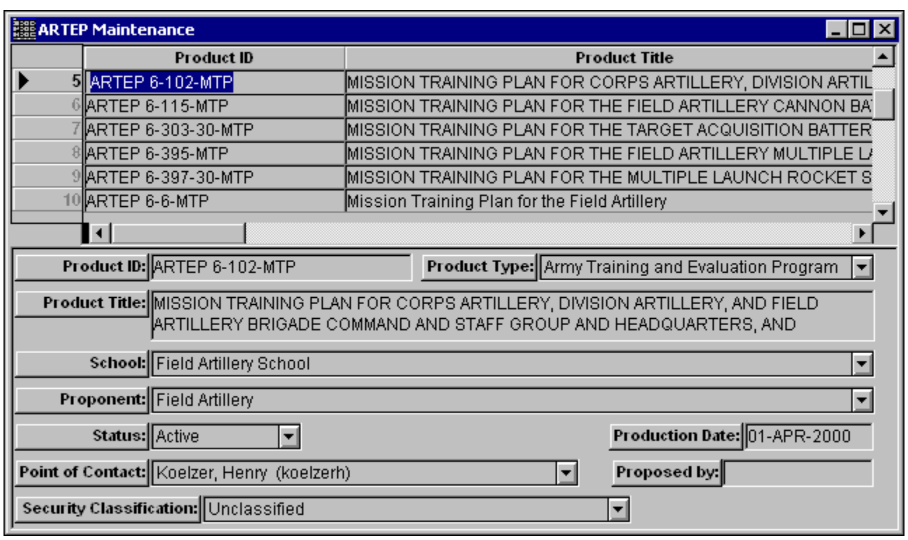


Figure 5-16: ARTEP Maintenance Window

Although section 9.3 provides a detailed explanation of all the features of a **grid-detail** window, there are several features to help you find the right product. The top half of the window is a grid of rows and columns of the product data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the product focused on in the grid.

The entry instructions for the fields on the grid are provided in section 5.2.2.1, Product Data Page 1 Tab, and section 5.2.2.2, Product Data Page 2 Tab.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

If you do not know the **MTP Product ID** number, but do know a word in the **MTP Product Title**; scroll right and click the column heading **Product Title**. This sets the focus on this column as indicated by the black background. On the menu bar, click **View**, and then choose **Find Text**. The following window appears:

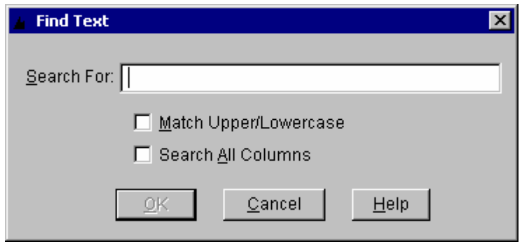


Figure 5-17: Find Text Window

Type in the word in the title and click **OK**. The focus will go to the first row where the word appears in the title. Click on the menu bar **View** option and then choose **Find Next** to jump to the next occurrence.

- If you wanted to see the titles in alphabetical order to scroll through, double-click the column heading **Product Title** and the names will shuffle into alphabetical order. (Double-click the **Product Title** column heading to return to a numerical order of the tasks.)
- For a complex sort, click **View** on the menu bar, and then choose **Sort**.
- If you know some related information about the product that might narrow your search, click on the menu bar **View**, then choose **Filter By Linked Data** to set a filter and reconstitute the **grid-detail** window list. Notice at the bottom of the filter window you can enter a word or phrase and filter the product titles that contain the word or phrase.
- To add a link to a MTP product, from the *ARTEP Maintenance* grid (Figure 5-16), click the **Related Data** toolbar button on the menu bar to reach the **MTP** tab folder window:

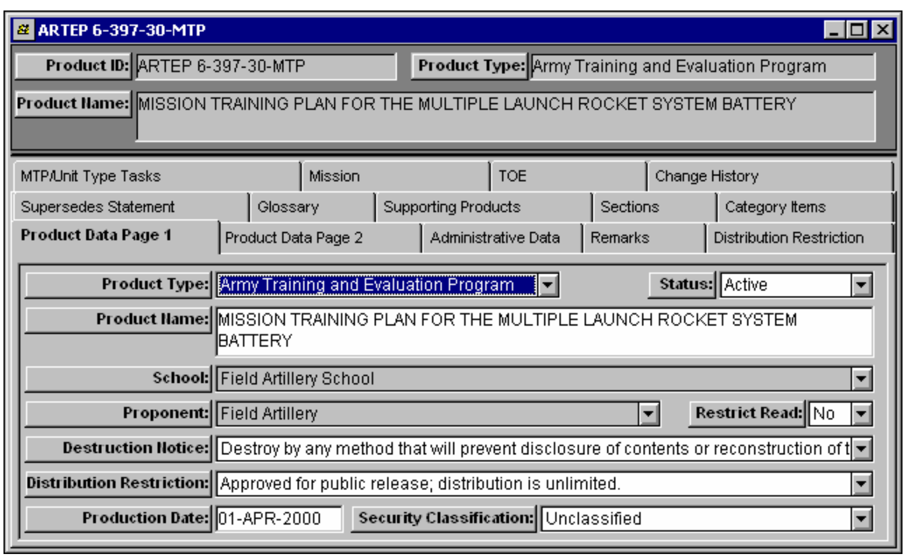


Figure 5-18: MTP Tab Folder

- The tab folder view provides the user access to all the data associated with a record. A tab folder mimics the appearance of a tabbed file folder, and allows the user to select a new file or page from the file folder. This methodology is used because of the large amount of data associated with ASAT records.

- At any time, only one tab can be visible. The user can switch from tab to tab by clicking on the desired tab with the mouse. The top portion of the **MTP** tab folder window is the header. This region contains the pertinent information about the record being viewed/edited such as its identification number and title. This region cannot be edited, but remains constant regardless of the selected tab. The 14 tab selections are described in the following sections.

5.2.2.1 Product Data Page 1 Tab

The **Product Data Page 1** tab (Figure 5-18) is a **detail** tab that contains the fields listed as follows from the Product table. Refer to section 9.4.1.1 for an explanation on how it operates.

Field	Description
Product Type	Select the type of product. This field is especially important for Field Manuals, STPs, and ARTEPs as it is used to automatically filter some product lists in ASAT.
Status	Select the status of the product: *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Product Name	Enter the name as it appears on the product.
School	Select the school or agency responsible for the product.
Product Proponent	Select the series number, as found in AR 25-30, which represents the functional proponent for the product.
Destruction Notice	Select the destruction notice that applies for the product.
Distribution Restriction	Select the applicable distribution restriction for the product.
Production Date	Enter the date as it appears on the fielded product. Date format is DD-MM-YYYY. The month is entered automatically when the first letter is entered, but may be typed over. You may also choose the date from a pop-up calendar by double-clicking in the field.
Security Classification	Select the security classification of the product. The default is *Unclassified*.
Restrict Read	This drop-down list box is used to limit accessibility to the details of a record to only the people actively working on the record (point of contact, subject matter expert (SME)/analyst, or system administrator.) If the **Restrict Read** is set to *Yes*, the record will appear in the grid view, but will not allow users other than the point of contact, SME/analyst, or system administrator to open or edit the tab folder information. If the **Restrict Read** is set to *No*, users will have viewing and modification privileges as defined by the current ASAT user definition. Only the individuals listed above can set the record restriction.

5.2.2.2 Product Data Page 2 Tab

The **Product Data Page 2** tab (Figure 5-19) is a **detail** tab that contains the fields listed from the Product table. Refer to section 9.4.1.1 for an explanation of how it operates.

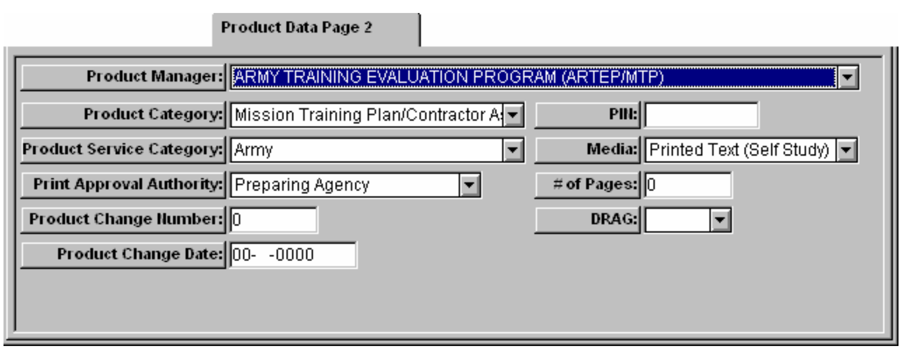


Figure 5-19: Product Data Page 2 Tab

Note: *Many of these fields are used primarily for Doctrinal Literature, Soldier Training Publications, ARTEPs, and Training Circulars. They can be used for other products as needed.*

Field	Description
Product Manager	Select the product/process manager type for a product.
Product Category	Select the specific type of workload category for a product within a product manager type.
PIN	Enter the Production Identification Number (PIN) assigned by the Department of Army for a product, if applicable.
Product Service Category	Select the service category of a product.
Media	Select the media of a product.
# of Pages	Enter the actual number of pages in the product.
Print Approval Authority	Select the agency with content approval authority for the product.
DRAG	Select *Yes* or *No* to indicate whether a DOCLIT, AIRLIT, or TC product requires CG, TRADOC Doctrinal Review and Approval (DRAG) review and approval.
Product Change No.	Enter the number of the latest change to a product.
Product Change Date	Displays the date of the latest change to a product. You may enter a new date or double-click in the field to select the date from a pop-up calendar.

5.2.2.3 Administrative Data Tab

The **Administrative Data** tab (Figure 5-20) is a **detail** tab that contains POC information including **Name**, **Address**, **Email**, **Telephone**, and **Fax**. Select the Name from the drop-down list and the other data is filled in automatically from the Personnel table. It also contains a **Proposed By:** field where the name of the person who originally proposed the task is entered. Refer to section 9.4.1.1 for an explanation of how it operates.

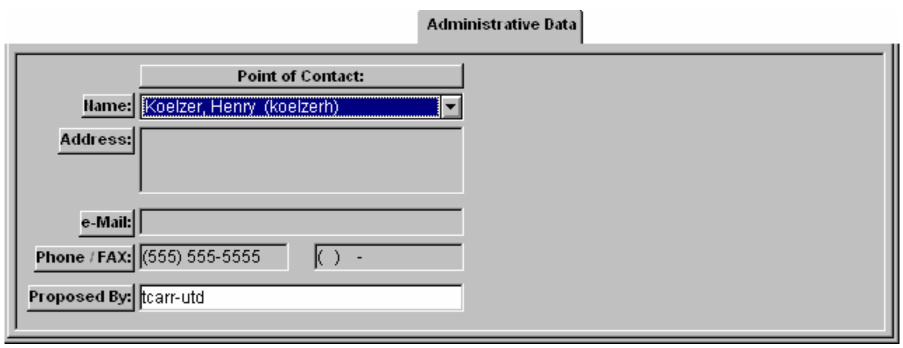


Figure 5-20: Administrative Data Tab

5.2.2.4 Remarks Tab

The **Remarks** tab (Figure 5-21) is a **block** tab that contains notes about the development of the current product. Refer to section 9.4.1.2 for details on this window type.

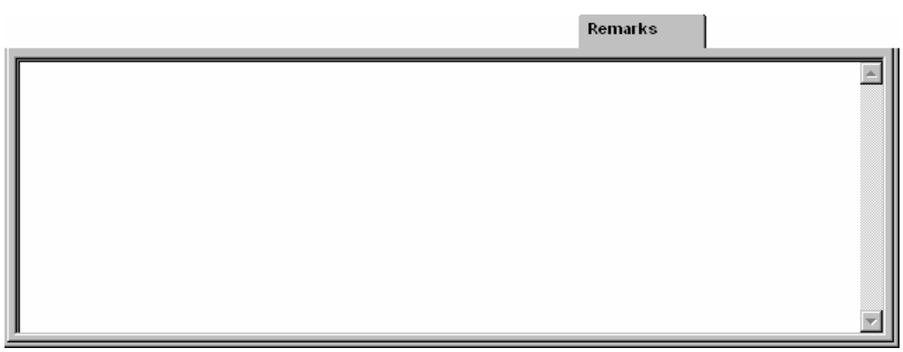


Figure 5-21: Remarks Tab

5.2.2.5 Distribution Restriction Tab

The **Distribution Restriction** tab (Figure 5-22) is a **block** data tab that is filled automatically with the selection made from the drop-down list for the **Distribution Restriction** field on the **Product Data Page 1** tab for the product. Use this tab to edit the statement to fit your particular needs if required. Highlight the text in parenthesis and replace it with the appropriate information.

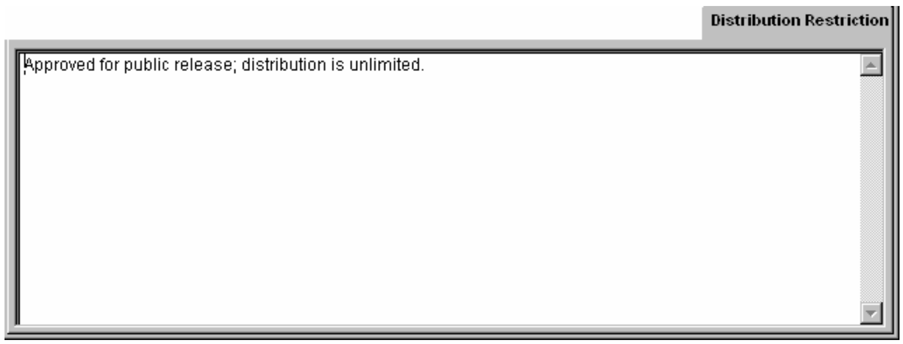


Figure 5-22: Distribution Restriction Tab

TIP: *If you change your selection for the Distribution Restriction on the* ***Product Data Page 1*** *tab, remember to return to this tab to edit the statement as required.*

5.2.2.6 Supersedes Statement Tab

The **Supersedes Statement** tab (Figure 5-23) is a **block** data tab that is used to enter the supersession statement for the product. In accordance with TRADOC Regulation 25-30, the supersession statement is an official directive statement that signifies replacement of one product with a newer version of the same or, in critical instances, another product. The statement should be written to reflect standard procedures. For example:

This publication supersedes STP XX-XXX-XX, 25 September 1992.

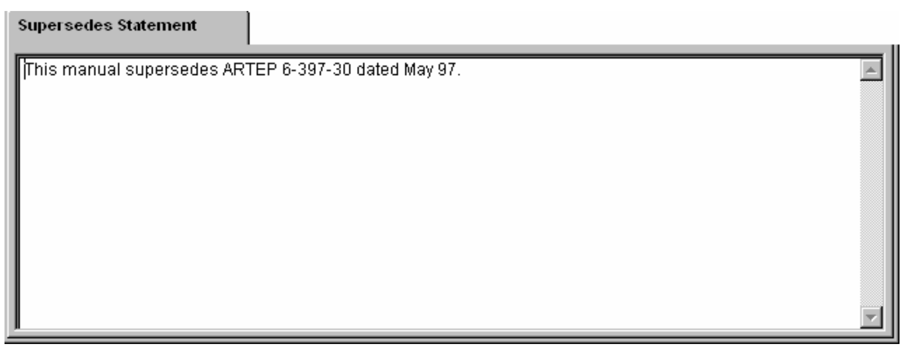


Figure 5-23: Supersedes Statement Tab

5.2.2.7 Glossary Tab

The **Glossary** tab (Figure 5-24) is a **picklist** tab that allows the user to select Terms and Definitions to be in the glossary for the current product. The **Term** and **Definition** fields are a display of choices only. Additions or deletions to the glossary table can be made through the **Support** Module using the Glossary table in the **General** section.

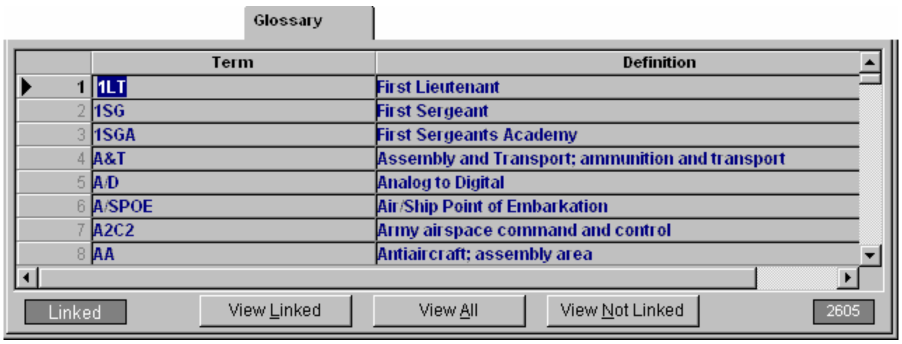


Figure 5-24: Glossary Tab

The following columns appear on this tab:

Field	Description
Term	Contains a listing of words or acronyms.
Definition	Contains the respective definition of a word(s) or acronym.

5.2.2.8 Supporting Products (References) Tab

The **Supporting Products** tab (Figure 5-25) is a **picklist** tab that allows the user to connect supporting products (references) to the current product.

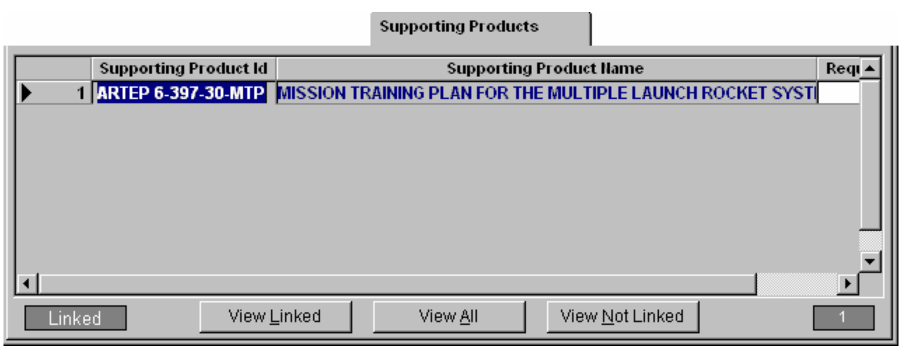


Figure 5-25: Supporting Product Name Tab

The following columns appear on this tab:

Field	Description
Supporting Product Id	The unique number identification of a product.
Supporting Product Name	The title of a product.
Required	Indicates (*Yes* or *No*) if the product is a required or related supporting product.

The **Supporting Product Id** and **Supporting Product Name** are view-only fields. Double-click on either of these fields to link a supporting product to the current product. When the link is made, the **Required** field will become editable and *Yes* or *No* can be selected from a picklist to indicate whether the product is a required or related supporting product. The linked supporting products will appear in the *References* section of the current product.

5.2.2.9 Sections Tab

The **Sections** tab (Figure 5-26) is an **insert** tab that allows the user to enter the various sections that comprise the product. Basic options are to insert a new record row, edit an existing record, or delete a record. The **Sequence Number**, **Section Name**, and **Source** are editable fields. Refer to section 9.4.1.4 for more information about insert tabs.

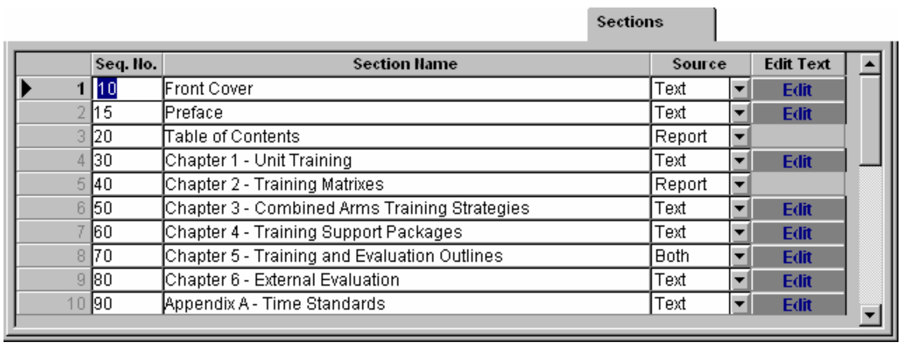


Figure 5-26: Sections Tab

The following columns appear on this tab:

Field	Description
Sequence Number	Enter a user-defined number that will determine the order in which sections will display or print. Recommend spacing sequence number entries by increments of 10 to allow insertion of additional sections between existing sections.
Sections Name	Enter the name of the section.
Source	Select the source of the section. *Text* indicates that the section in a text file can be created, viewed, or edited in ASAT. *Report* indicates that the section is generated out of the ASAT database. *Both* indicates that the section is created out of the ASAT database but allows entry and editing of additional text.
Edit Text	*Edit* is entered automatically when either *Text* or *Both* is selected for the **Source** field. Once a record is entered and saved, the Edit entry in the record **Edit Text** field can be clicked to access a RTF Edit window into which text may be entered, copied, or a RTF or TXT file inserted. Refer to section 9.10 for details on the RTF Edit window.

To insert a new record in the **Sections** tab, select the **Data** menu and choose the **Insert Record** option. If records are already listed, position the cursor where the insertion is desired or insert the record wherever the cursor is positioned and assign a sequence number in order to position the record in the desired location.

> ***Note:*** *Should the sequence numbers appear out of order, double-click on the* ***Sequence Number*** *column heading to sort the records by sequence number. Major section names are pre-entered for Field Manuals.*

After a section record is entered and saved, the Edit entry in the record **Edit Text** field can be clicked to access the RTF Edit window. Enter text or right-click to access a short-cut menu to paste copied text or to insert an RTF or TXT file. The user is provided the option to save section information upon exiting this window. Refer to section 9.10 for more details on the RTF Edit window.

You can create an **Appendix-Drill Task Report** with this tab using the following steps:

1. Select the insertion point for the drill tasks appendix.
2. Click on the **Data** menu and choose the **Insert Record** option or choose the **Insert** button on the button bar to insert a new section.
3. Enter in the appropriate sequence number in the **Seq No.** field.
4. Enter in Appendix – Drills (exactly as shown here) in the **Section Name** field.
5. Choose *Report* or *Both* from the **Source** field.

When the MTP report is run, the *Appendix-Drill* section will be displayed and will show the collective tasks and any “linked” supporting drill tasks and associated data.

5.2.2.10 Category Items Tab

The **Category Items** tab (Figure 5-27) is a **picklist** tab that allows the user to link one or many category items to the selected product in the header.

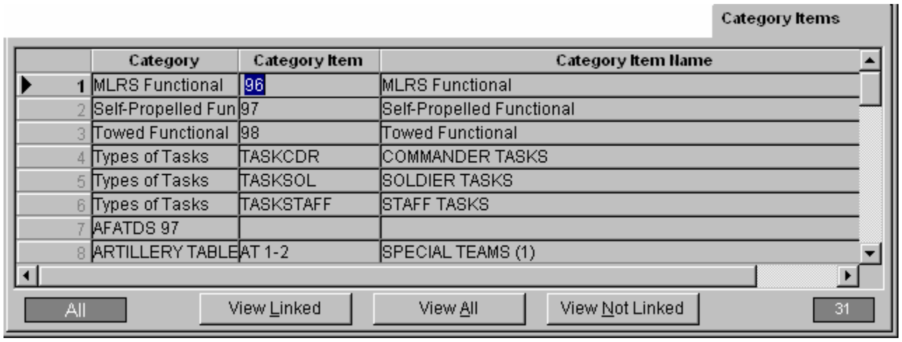


Figure 5-27: Category Items Tab

Click the **View All** or **View Not Linked** buttons to display a list of categories and category items. Double-click in the category column to link a category item to the product.

The following columns appear on this tab:

Field	Description
Category	Displays the category identifier.
Category Item	Displays the category item identifier.
Category Item Name	Displays the category item name.

5.2.2.11 Doctrine Tab

The **Doctrine** tab (Figure 5-28) is an **insert** tab that allows the user to link tasks to approved Field Manuals created via the **Doctrine** Module.

Figure 5-28: Doctrine Tab

Use the following procedures to create Doctrine links.

> ***Note:*** *The **Doctrine Link** feature requires that Microsoft Internet Explorer 4.0x (IE 4.0x) be installed on each ASAT user's computer.*

1. Select the **Insert Record** toolbar button  or choose the **Insert Record** option from the **Data** menu. The *Doctrine Browse/Link* window will appear providing a list of approved FMs, filtered by proponent, which are currently in the ASAT database.

   > ***Note:*** *Refer to section 4.6, Edit Menu - Create Links, for additional information on the Doctrine Browse/Link window.*

2. After selecting the desired FM, chapter, or text; click on the **Make Link** button at the *Doctrine Browse/Link* window to link the data. The linked data appears on the tab.

3. Click on the **Data** menu and choose the **Save** option or click the **Save** toolbar button to save the linked data.
4. Repeat the previous steps to link additional Doctrine data.

To delete a record link, place the cursor on the row and select the **Data** menu and choose the **Delete Record** option or choose the **Delete Record** toolbar button.

To edit a record link, place the cursor on the row and double-click the **View** button or right-click the mouse button and choose **Edit Link**. The *Doctrine Browse/Link* window displays the linked area of the document allowing you to choose a different link.

The following columns appear on this tab:

Field	Description
Product	Displays the product number.
Version	Displays the latest change (version) of the product.
Chapter	Displays the product chapter name.
Required?	Indicates if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Linked Text	Displays the selected document text.

5.2.2.12 MTP/Unit Type Tasks Tab

The **MTP/Unit Type Tasks** tab (Figure 5-29) is a **picklist** tab that allows the user to connect collective tasks to the current MTP/Unit Type in the header focus. Refer to section 9.4.1.3 for details.

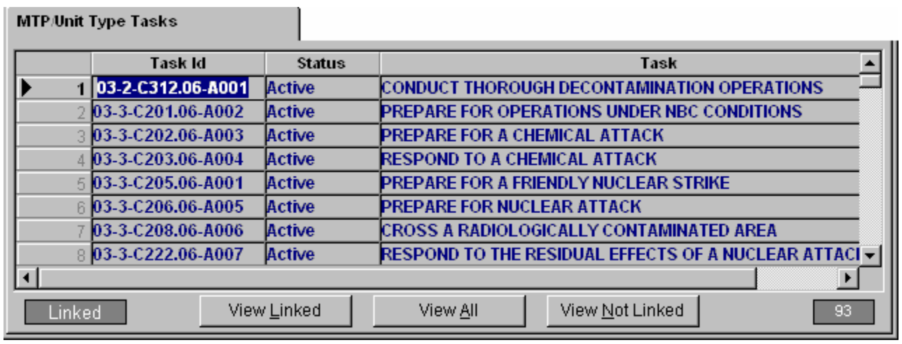


Figure 5-29: MTP/Unit Type Tasks Tab

The following columns appear on this tab:

Field	Description
Task Id	The unique identifier of a task.
Status	Indicates the status as *Active*, *Proposed*, *Obsolete*, *Draft*, *Superseded*, or *Inactive*.
Task	The title or name of the task.

5.2.2.13 Mission Tab

The **Mission** tab (Figure 5-30) is a **picklist** tab that allows the user to connect missions to the current MTP/Unit Type in the header focus.

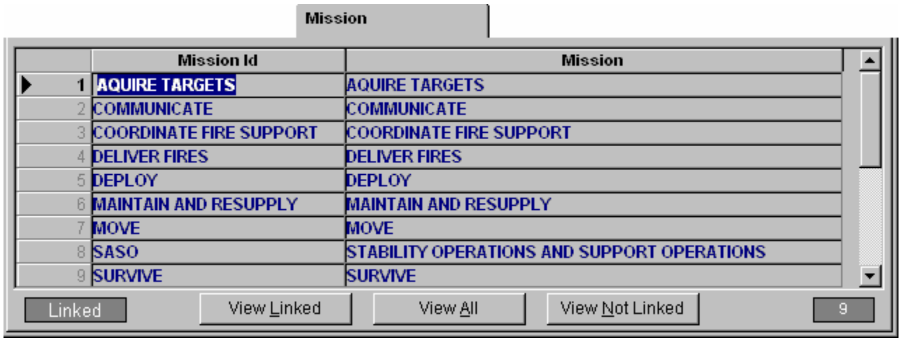


Figure 5-30: Mission Tab

The following columns appear on this tab:

Field	Description
Mission Id	The unique identification of a mission. In the absence of a number, the first 25 characters of the Mission name are used.
Mission	The title or name of a mission.

5.2.2.14 TOE Tab

The **TOE** tab (Figure 5-31) is a **picklist** tab that allows the user to connect TOEs to the current ARTEP in the header focus.

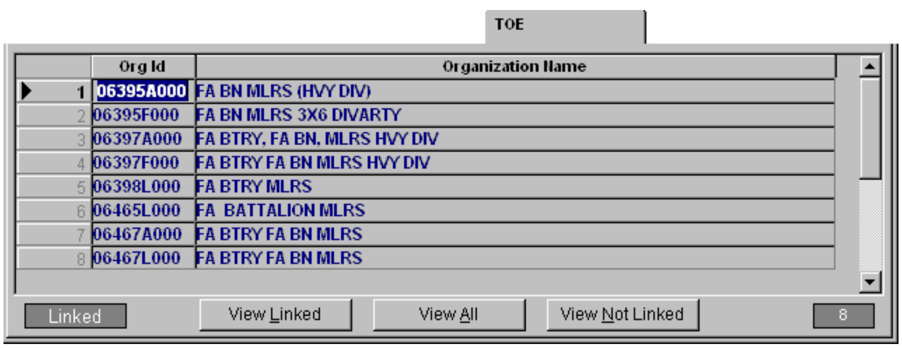


Figure 5-31: TOE Tab

The following columns appear on this tab:

Field	Description
Org Id	The unique identification of a TOE.
Organization Name	The title or name of a TOE.

5.3 Create or Edit Collective Task Data

All of the data for creating or editing a Collective Task is input into ASAT at three major places. The first place is the Tab Folders, the second place is the **Outliner**, and the third place is the **Collective Task Development Wizard**. The tab folders can be blocks of information linked to a Collective Task such as a tab folder for writing the Condition statement and a tab folder for writing the Standard statement. The tab folders can also be for linking other information such as the supporting/products tab folder used to link supporting products to the current collective task or the exercises tab folder used to link the exercises to a collective task number. The Outliner is where the collective task steps are put into ASAT. The **Collective Task Development Wizard** stair-steps you through a sequence of Tab Folders.

Your options for developing a Collective Task are:

- Use the **Wizard** plus the **Outliner**.
- Use the **Wizard** and the **Tab Folders** plus the **Outliner**.
- Use the **Tab Folders** plus the **Outliner**.

This section will guide you through using the **Collective Task Development Wizard** (Section 5.3.1), using the **Collective Task Tab Folders** (Section 5.3.2), and using the **Outliner** (Section 5.3.3.)

The **Collective Task Development Wizard** can be used for major linking of data and will take you step-by-step through most of the decision-making and linking processes. The **Collective Task Tab Folder** approach provides a more extensive method of linking data. The **Outliner** helps you to build the task steps.

The MTP/Unit Type, elements/missions, supporting collective tasks, supporting individual tasks, equipment, courses, drills, categories, OPFOR tasks, and references (Support Tables) must have the appropriate choices available before linking can occur. Refer to Chapter 7 for instructions on adding or deleting items to the Support Tables.

The following table lists all the windows used for linking collective task data. The table also identifies if the window is accessed through the wizard and tab folders or accessed only at the tab folders.

Window Name	Available through Collective Task Wizard & Collective Task Tab Folder	Available through Collective Task Tab Folder Only
Select or Create a Collective Task	X	
Copy Existing Collective Task	X	
Link Collective Task to MTP/Unit Type	X	
Link Collective Task to TOE/Element Mission at Selected MTP	X	
Link Collective Task to Equipment (NSN)	X	
Link Collective Task to Equipment (LIN)	X	
Link Collective Task to Exercises	X	
Link Collective Task to Supporting Products	X	
Link Collective Task to Selected Data	X	
Link Collective Task Cue	Available only through the Collective Task Wizard	
Link Collective Task Condition	X	
Link Collective Task to Major Task Steps	Available in the Collective Task Wizard to link Collective Task Steps	
Link Collective Task Standard	X	
Link Collective Task To Courses	X	
Link Collective Task to Supporting Collective Task	X	

Window Name	Available through Collective Task Wizard & Collective Task Tab Folder	Available through Collective Task Tab Folder Only
Link Collective Task to Individual Tasks	X	
Link Collective Task to User Categories	X	
Link Collective Task to Drills	X	
Link Collective Task to OPFOR	X	
Link Collective Task to Administrative Data		X
Link Collective Task to Supported Actions		X
Link Collective Task to Multimedia		X
Link Collective Task to Glossary		X
Link Collective Task to Lessons		X
Link Collective Task to Prerequisite Collective Task		X
Link Collective Task to Supporting Collective Task		X
Link Collective Task to Elements/Frequency		X
Link Collective Task to AUTL		X
Link Collective Task to Category Items		X
Link Collective Task to Doctrine		X
Link Collective Task to Consideration Notes		X
Link Collective Task Step to Supporting Products		X
Link Collective Task Step to Supporting Collective Multimedia		X
Link Collective Task Step to Supporting Drills		X
Link Collective Task Step to Supporting Collective Tasks		X
Link Collective Task Step to Individual Tasks		X
Link Collective Task Step to Supporting Collective Equipment (NSN)		X
Link Collective Task Step to Supporting Collective Equipment (LIN)		X
Link Collective Task Step to Glossary		X
Link Collective Task Step to Doctrine		X

5.3.1 Using the Collective Task Development Wizard

From the Power Panel (Figure 5-32), click on the **Collective** button. Move your cursor to the **Collective Task Development Wizard** menu option and double-click on it.

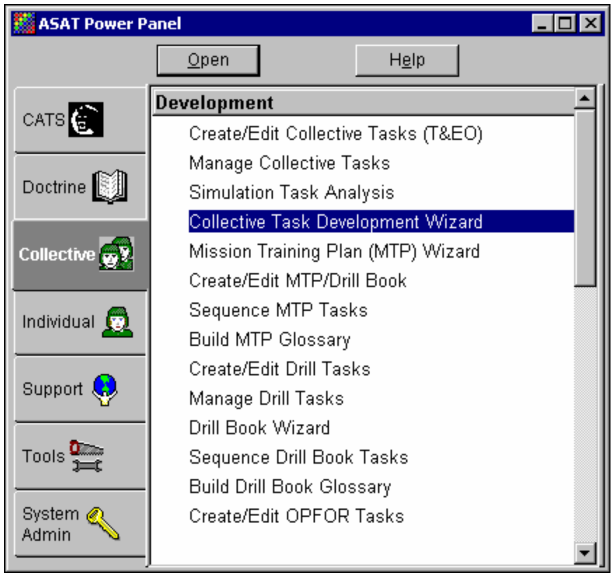


Figure 5-32: Power Panel – Collective Task/Development Wizard Option

Once the selection has been made at the Power Panel, the *Select or Create a Collective Task* window (Figure 5-33) will appear.

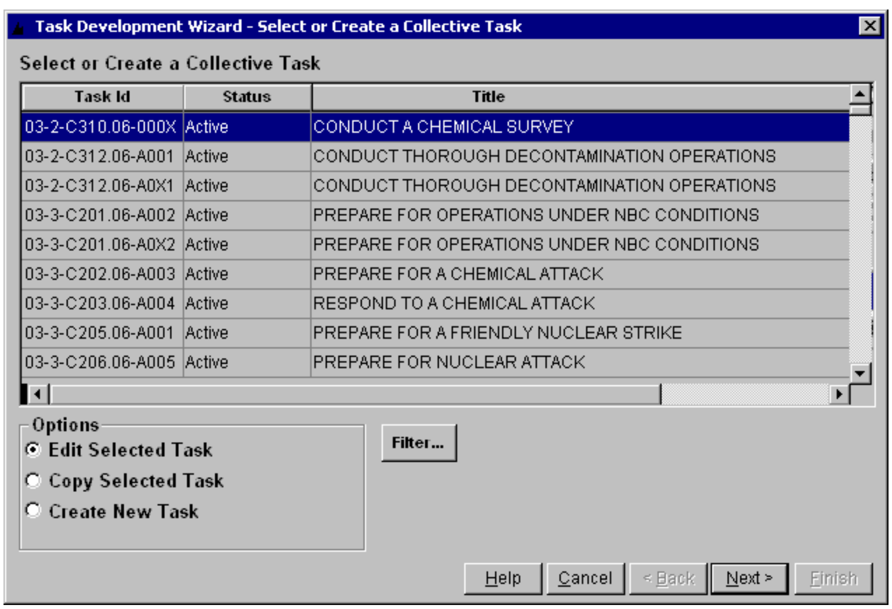


Figure 5-33: Select or Create a Collective Task Window

The *Collective Task Development Wizard - Select or Create a Collective Task* window has two sections. The **Top** section is a picklist of Collective tasks. The bottom section offers three choices: **Edit Selected Task**, **Copy Selected Task**, and **Create New Task**. The edit, copy, and create options are explained in the following sub-paragraphs.

- The **Edit Selected Task** option will allow you to edit and change the related information of the selected task highlighted on the task picklist shown on the top-part of the window.

__Note:__ It is important to recognize that this option changes the task with no copy of the original task retained.

- The **Copy Selected Task** option allows you to select a task from the task picklist shown on the top part of the window and to make a copy of the selected task with all of its related data. This allows you to keep the original task intact and provides a working copy for proposed changes.
- The **Create New Task** option allows you to enter all new task information and related data.

Clicking the **Filter** button will bring up a filter of the collective task list to help you find a task. Details on this function are provided in section 5.4. General filtering information is provided in section 9.2.

Each screen includes the following buttons:
Help opens the help information for the particular window.
Cancel exits the Wizard without saving any changes made during the current Wizard session.
Back returns to the previous screen and leaves entries as they are on the current screen.
Next opens the next window.
Finish saves changes and exits the Wizard.

We will start with the **Copy Selected Task** option.

5.3.1.1 Copy Selected Task

In the **Edit Option** box, shown in Figure 5-33, click the **Copy Selected Task** choice. Click on the collective task you want to copy. If you do not see the desired task in the picklist, click the **Filter** button in order to bring up a filter window to help you search for the task (refer to section 5.4 for details.) Once you have highlighted the desired task, click on **Next>**. ***Note:*** If you still could not find the desired collective task in the ASAT picklist, then you need to check the ASAT CDROM or RDL Data Repository.

Step 1: Copy Existing Collective Task. After making a collective task copy selection, the following window appears:

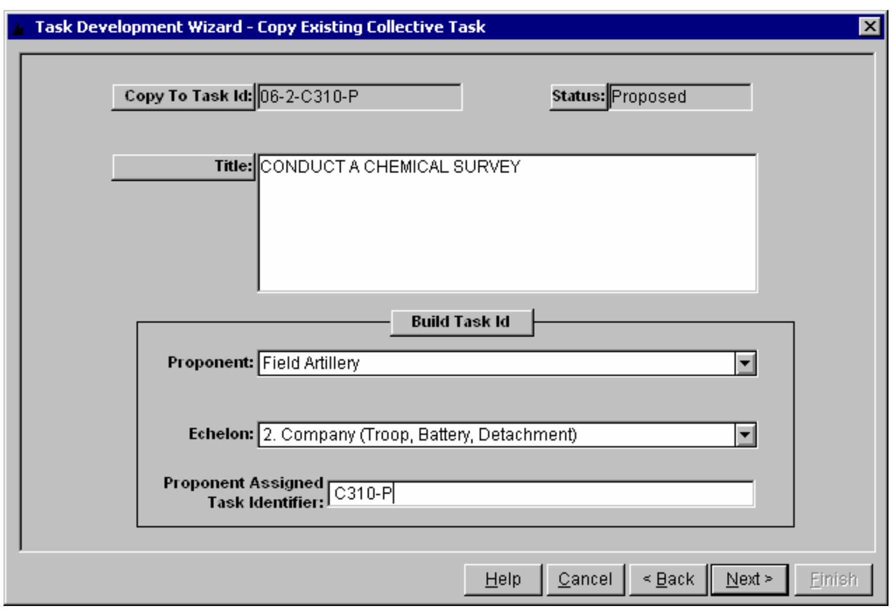


Figure 5-34: Copy Existing Collective Task Window

At the *Copy Existing Collective Task* window, enter a task number. ASAT requires the collective task number to be unique; therefore, you must build a new collective task number at this window before you can proceed. Notice the windowpanes with the white background. These can be edited. The combined **Proponent**, **Echelon**, and **Proponent Assigned Tasks Identifier** panes will build the collective task number at the top of the window. You can change the **Proponent** and **Echelon** panes by clicking on the down-arrows in those fields. Click your choice in the drop-down list box that appears and automatically the collective task number is built above. The **Proponent Assigned Tasks Identifier** pane contains the last four or five digits and is where you normally change the task number. In the example previously shown, a "–P" was added as a suffix to the original number. The new task created is automatically assigned a *Proposed* status. Click the **Next>** button.

> ***Note:*** *The remainder of this wizard will perform the linking of related data to the collective task. It will be assumed that you know how to perform linking operations and to set filters. The standard linking operation used in all wizards is explained in section 9.7. Filters are explained in section 9.2.*

Step 2: Link the Collective Task to the MTP/Unit Type. Some Collective Tasks may be linked to only one MTP/Unit Type, while other Collective Tasks will be linked to many MTP/Unit Types.

The *Collective Task to MTP/Unit Type* window prompts you to link the new Collective Task with one or more MTP/Unit Types. Since there are hundreds of MTP/Unit Types, ASAT first provides you with a filter window (Figure 5-35) to limit the number that will appear in your picklist. One of the most useful filters for linking MTP/Unit Types is the product proponent filter. Remember that you can save a filter and set it as a default.

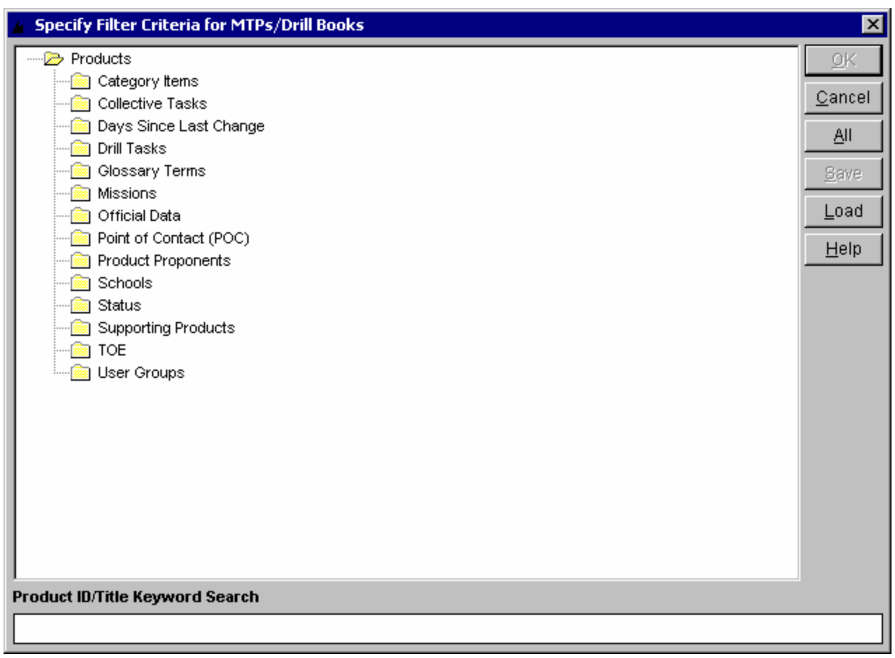


Figure 5-35: MTPs/Drill Books Filter Screen

You do not have to use a filter at all. If you click the **All** button on the filter screen, you will get a list of all the collective tasks in your database. General filtering information is provided in section 9.2. Details on filtering MTP and collective task data are provided in section 5.4.

> ***Note:*** *Most linking windows within the wizard operate the same. Refer to section 9.7 for a complete explanation of how to perform wizard-linking operations.*

Once you have filtered your MTP/Unit Types, the **Collective Task Development Wizard** will display them as a picklist in the left pane of the *Link Collective Task to MTP/Unit Type* window, shown in Figure 5-36:

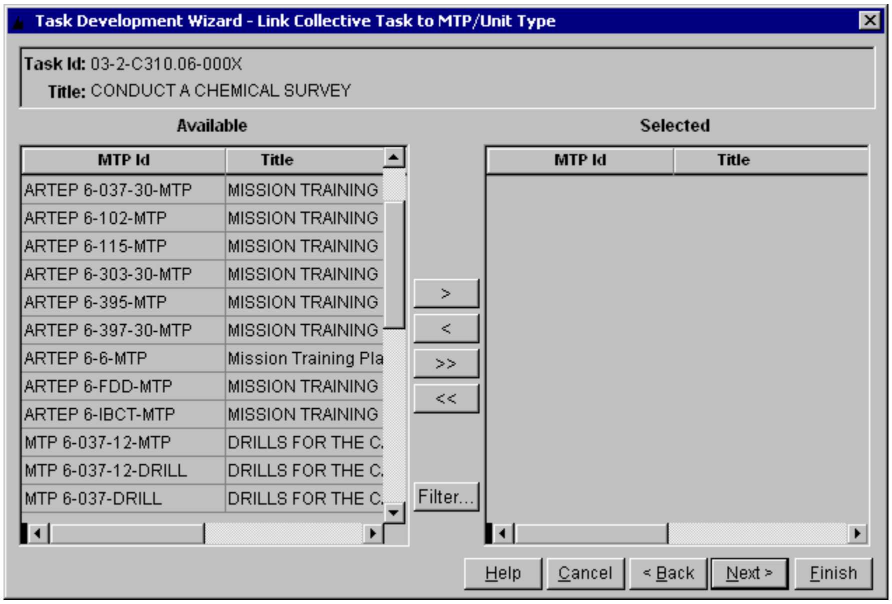


Figure 5-36: Link Collective Task to MTP/Unit Types

Because we are in the copy mode, the related data from the original task will appear as linked in the right pane. Select the appropriate MTP/Unit Types to highlight them in the left pane and move them to the right pane of the window. They have now been linked to your new collective task. To unlink, move the MTP/Unit Type from the right pane to the left pane. Click the **Next>** button. ***Note:*** You can exit from the **Collective Task Development Wizard** at any time after this point by clicking on the **Finish** button. Any work performed to that point would be saved.

> ***Note:*** *The next few linking windows including Element, Performance Location, Equipment, Supporting Products (Required References), and the Cue window will be used to build a prompted Condition statement, if desired. The Condition statement is built as follows:* ***As an [Element] in a [Location], given [Equipment] and [Supporting Products]: [Cue]****.*

Step 3: Link Collective Task to TOE/Element – Mission at Selected MTP. Some collective tasks may be linked to only one Element/Mission; while other collective tasks will be linked to many element/missions. The *Collective Task to TOE/Element-Mission at Selected MTP* window (Figure 5-37) allows you to link the new Collective Task with one or more Element/Missions.

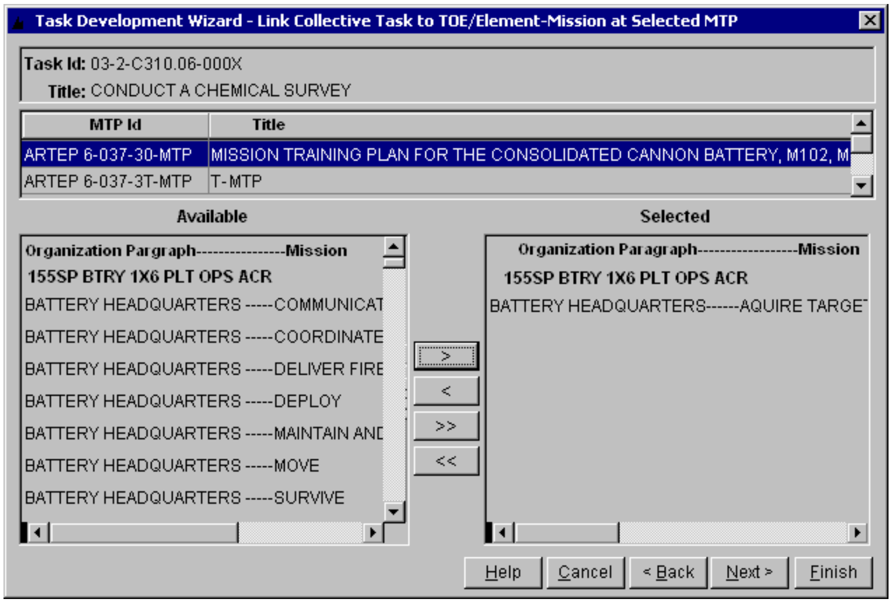


Figure 5-37: Link Collective Task to TOE/Element-Mission at Selected MTP

The **Collective Task Development Wizard** will display a window with an extra top pane. This pane shows the MTP/Unit Types linked in the previous window. Whichever MTP/Unit Type you scroll to and highlight serves as a filter of related TOEs with the respective elements and related missions. Therefore, it is prerequisite that the MTP/Unit Type to TOE linkages and the Element to Mission linkages be up-to-date for the appropriate choices to be in the picklist.

To link Element/Missions, select the appropriate Element/Mission combination in the left pane and move them to the right pane of the window for the previously related Elements/Missions. Continue to link the appropriate Elements/Missions for each MTP/Unit Type to your new collective task. To unlink, move the Element/Mission from the right pane to the left pane. Click the **Next>** button.

Step 4: Link the Collective Task to the Equipment (NSN). The *Collective Task to Equipment (NSN)* window (Figure 5-38) allows you to link the new Collective Task with one or more items of Equipment (NSN). Therefore, it is prerequisite that the Equipment (NSN) Support table is up-to-date for the appropriate choices to be in the **picklist**.

A *Specify Filter Criteria for Equipment(Material)* screen will first appear allowing you to specify the Material to appear on the screen. Refer to section 9.2 for details on using the ASAT filter option. After selecting a filter, the following wizard screen appears:

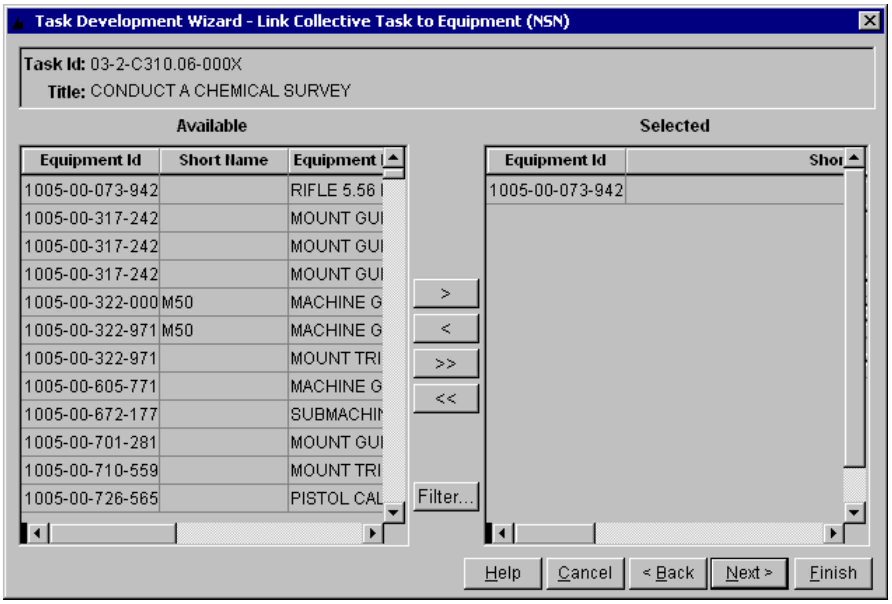


Figure 5-38: Link Collective Task to Equipment (NSN)

To link equipment, select the appropriate Equipment in the left pane and move it to the right pane of the window for the previously related Equipment. Move equipment from the right pane to the left pane to unlink. Choose a new equipment filter by clicking on the **Filter** button. Continue to link the appropriate Equipment to your new collective task. Click the **<u>N</u>ext>** button.

Step 5: Link the Collective Task to the Equipment (LIN). The *Collective Task to Equipment (LIN)* window (Figure 5-39) allows you to link the new Collective Task with one or more items of Equipment (LIN). Therefore, it is prerequisite that the Equipment (LIN) Support table is up-to-date for the appropriate choices to be in the **picklist**.

A *Specify Filter Criteria for Equipment (LIN)* screen will first appear allowing you to specify the Material to appear on the screen. Refer to section 9.2 for details on using the ASAT filter option. After selecting a filter, the following wizard screen appears:

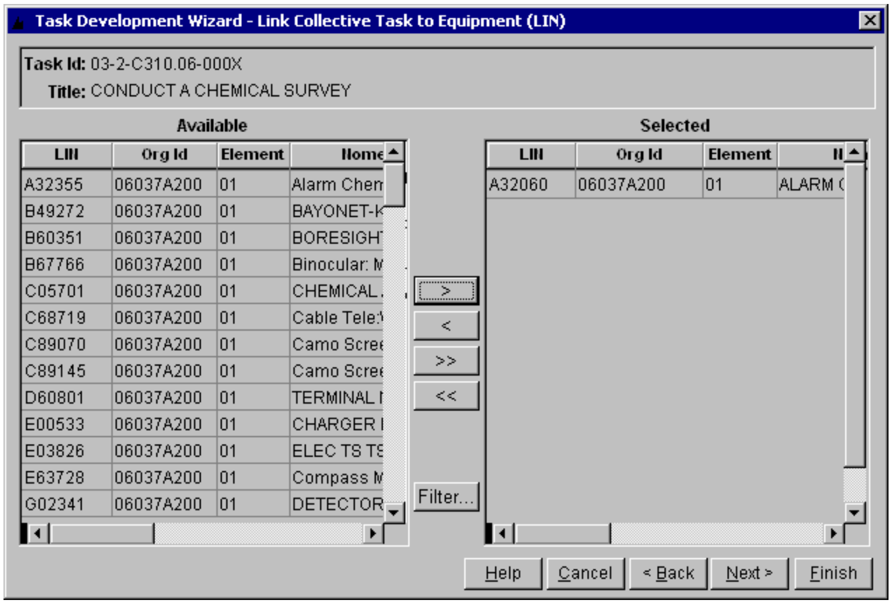


Figure 5-39: Link Collective Task to Equipment (LIN)

Select the appropriate Equipment in the left pane and move it to the right pane of the window to make a link and vice-versa to unlink for the previously related Equipment. Choose a new equipment filter by clicking on the **Filter** button. Continue to link the appropriate Equipment to your new collective task. Click the **Next>** button.

Step 6: Link the Collective Task to the Exercises. The *Collective Task to Exercise* window (Figure 5-40) allows you to link the new Collective Task with one or more Exercises.

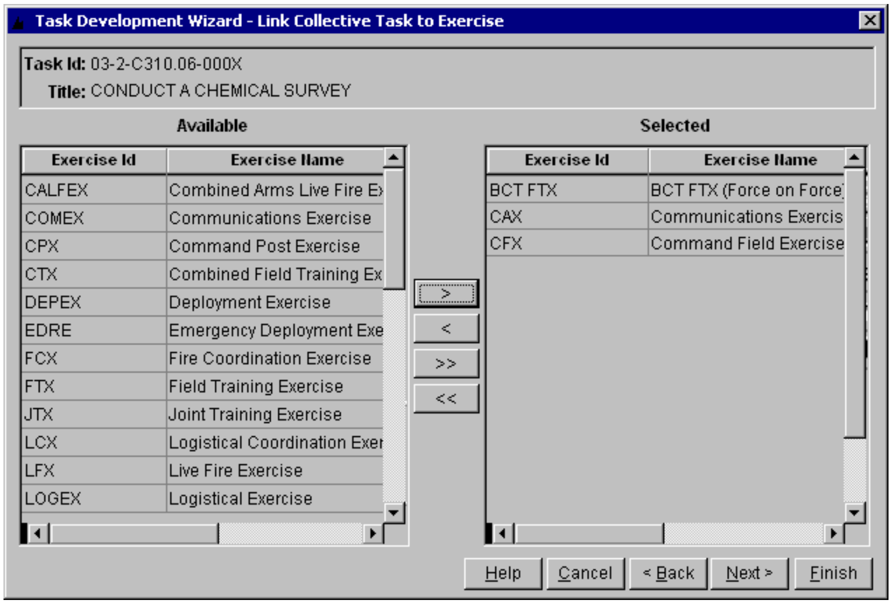


Figure 5-40: Link Collective Task to Exercises

Select the appropriate Exercise in the left pane and move it to the right pane of the window to make a link and vice-versa to unlink for the previously related Exercise.

It is important that the Exercises are up-to-date for the appropriate choices to appear in the list. Refer to section 3.2, CATS Builder, and section 3.8, Action Categories, for details on maintaining Exercises.

Step 7: Link the Collective Task to the Supporting Products. The *Link Collective Task to Supporting Products* window (Figure 5-41) allows you to link the new Collective Task with one or more Supporting Products (or references.) Therefore, it is prerequisite that the Supporting Products support table is up-to-date for the appropriate choices to be in the **picklist**.

A *Specify Filter Criteria for Supporting Products* screen will first appear allowing you to specify the Supporting Products to appear on the screen. Refer to section 9.2 for details on using the ASAT filter option. After selecting a filter, the following wizard screen appears:

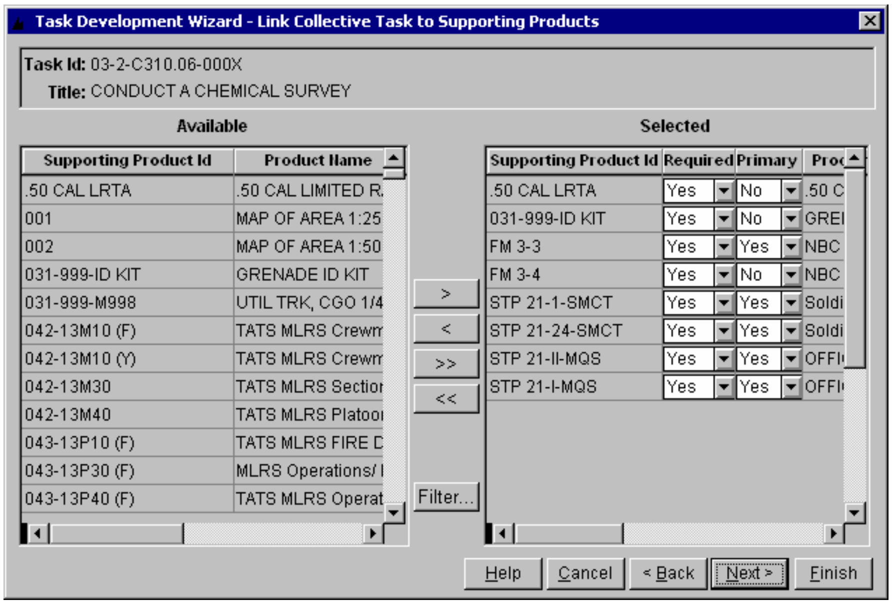


Figure 5-41: Link Collective Task to Supporting Products

You can use the filter button to limit your **picklist** in the left pane. For example, if you want to list only field manuals as references, you can use the **Product Types** filter to limit your **picklist** to field manuals only.

Select the appropriate Supporting Products in the left pane and move them to the right pane of the window to make links and vice-versa to unlink for the previously related Supporting Products. Continue to link the appropriate Supporting Products to your new collective task.

Notice in the right pane that you can indicate the reference as **required** or as **primary**. Because required references are fed into the prompted **Condition** statement, you will want to link required references now, but you can wait to list your related references after you have developed the Training and Evaluation Outline (T&EO) steps. You can use the **Collective Task Development Wizard** later to add the related references and edit your Collective Task. When linking is completed, click the **Next>** button.

Step 8: Link Collective Task to Selected Data. The *Link Collective Task to Selected Data* window (Figure 5-42) allows you to set the **MOPP**, **BOS**, and **Location**.

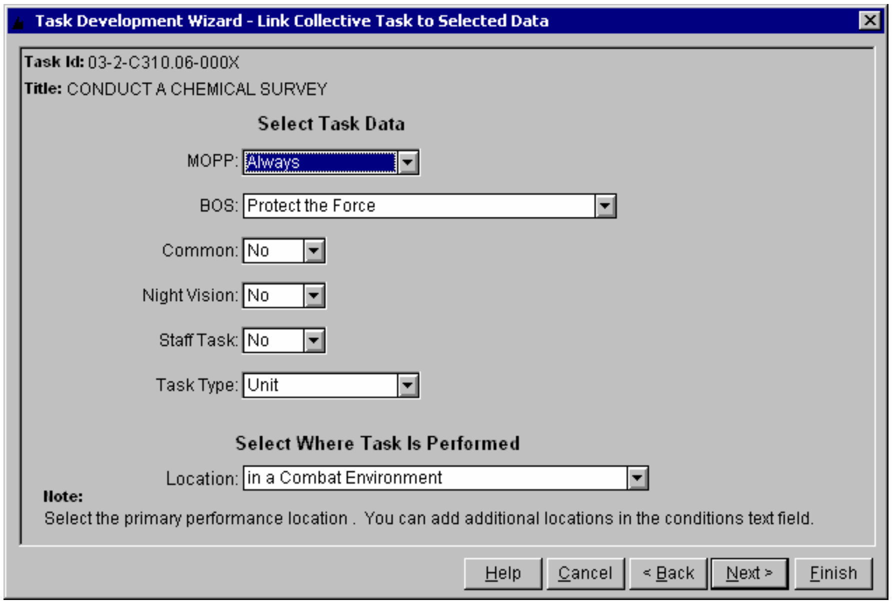


Figure 5-42: Link Collective Task to Selected Data

Each of these choices automatically adds a statement to the Condition statement. The added MOPP statement is not seen in the Condition window but is added when printed.

- Select the MOPP statement as follows:
  - Never = This task should not be trained in MOPP4.
  - Sometimes = Some iterations should be performed in MOPP4.
  - Always = This task is always performed in MOPP4.
- Select the primary **BOS** from the seven choices in the drop-down list box.
- Select *Yes* or *No* from the **Common** drop-down menu to indicate whether every soldier in a specific skill performs at a common task level, regardless of MOS or branch.
- Select *Yes* or *No* from the **Night Vision** drop-down menu to indicate if this collective task is performed at night.
- Select *Yes* or *No* from the **Staff Task** drop-down menu to identify if the task is performed at the unit staff level.
- Select the type of task from the drop-down menu.
- Select the location where the task is performed from the choices in the drop-down list box. This list is a support table (see Chapter 7) allowing you to add or delete items in the list. This choice is used to build the Condition statement.

Step 9: Enter the Cue Statement. The window shown in Figure 5-43 is used to enter a Cue Statement.

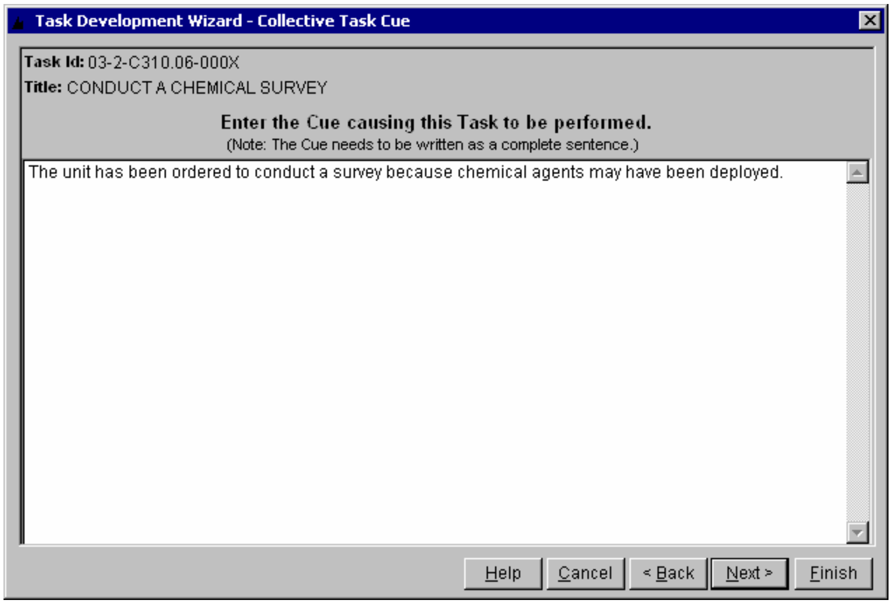


Figure 5-43: Collective Task Cue

The Cue indicates the initiating action causing the task to be performed. The statement entered here appears in the Condition statement when the condition builder is used.

Step 10: Enter the Condition Statement. The window shown in Figure 5-44 is used to enter a Condition Statement.

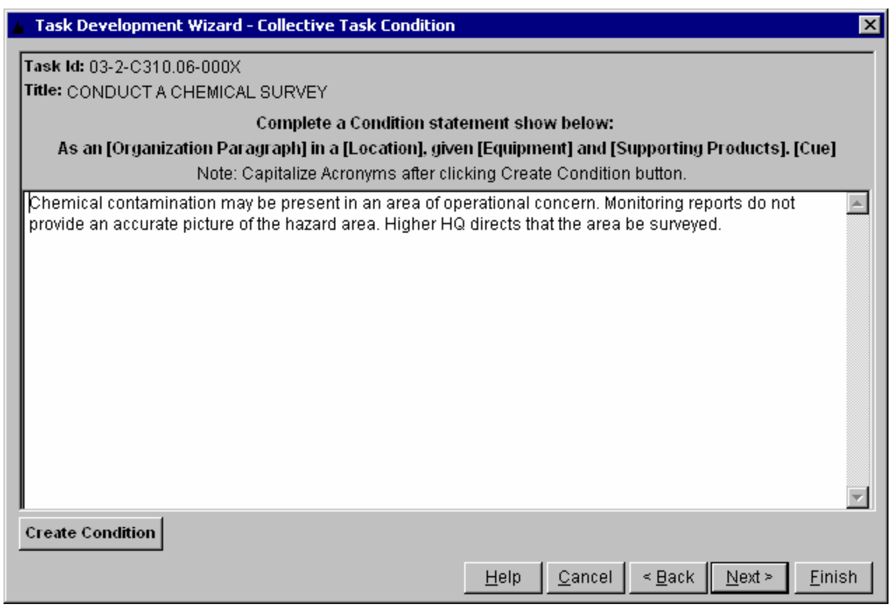


Figure 5-44: Collective Task Create Condition (example 1)

There are two methods of entering the Condition Statement. You can either edit the copied condition or you can build the Condition Statement from the previously entered information.

Edit the copied information by entering changes in the text block area.

Click the **Create Condition**  button on the lower left corner of the window to build the Condition Statement. The Condition Statement is automatically built from the previously entered information regarding the **Element**, **Located**, **Equipment**, **Supporting Products**, and **Cue** as shown in Figure 5-45. The Condition Statement can now be edited.

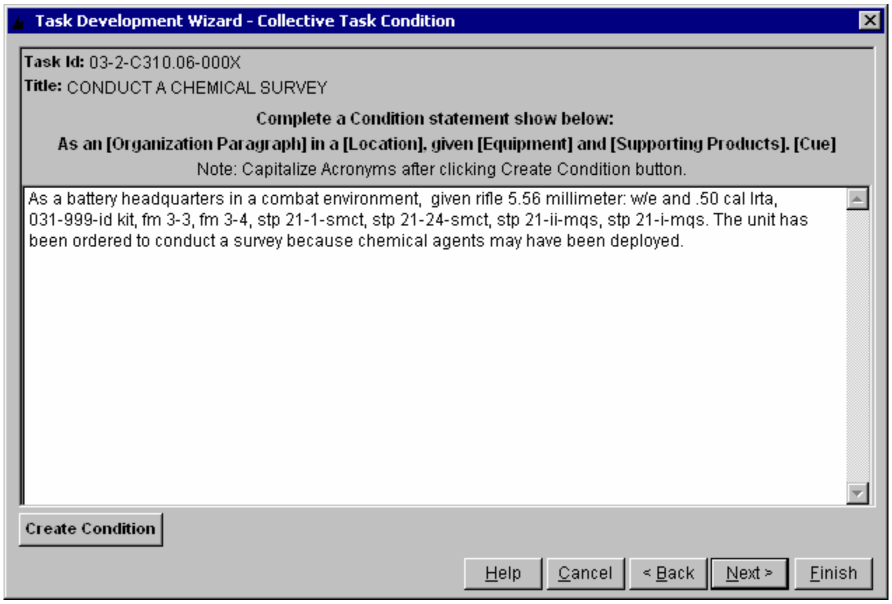


Figure 5-45: Collective Task Create Condition (example 2)

CAUTION: *Once the **Create Condition** button is clicked, any existing condition statement is deleted and replaced with the built statement.*

Step 11: Link Collective Tasks to Major Steps. This window is used to link major task steps to the current task.

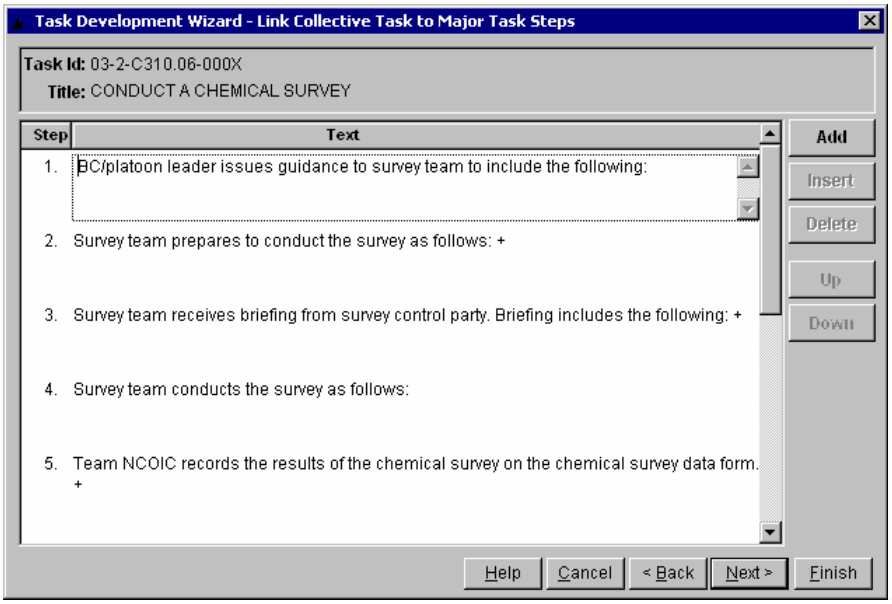


Figure 5-46: Link Collective Task to Major Steps

- Only major steps (1, 2, 3, etc.) may be linked on this screen.
- Once linked and saved by clicking the **Finish** button, major steps cannot be deleted or moved up or down using this screen.
- The Outline Editor must be used to manipulate saved major steps.
- In addition to the usual **Wizard** buttons at the bottom of the screen, the following buttons appear on the right:
  - **Add** will add a major step at the end of the current list. This button is always active.
  - **Insert** will insert a major step above the currently selected step. This button is active only when the **Add** button has been used to add a new major step, which has not yet been saved to the Outline Editor by clicking the **Finish** button. You cannot insert steps between previously saved steps.
  - **Delete** will delete the currently selected step. This button is active only when the **Add** button has been used to add a new major step, which has not yet been saved to the Outline Editor by clicking the **Finish** button. You cannot delete previously saved steps.
  - **Up** will move the currently selected step up one major step and renumber the steps. This button is active only when the **Add** button has been used to add new major steps that have not been saved to the Outline Editor by clicking the **Finish** button. You cannot move previously saved steps.
  - **Down** will move the currently selected step down one major step and renumber the steps. This button is active only when the **Add** button has been used to add new major steps, which have not been saved to the Outline Editor by clicking the **Finish** button and the step is not the last step in the list. You cannot move previously saved steps.

Step 12: Link Collective Task Standard. The window shown in Figure 5-47 is used to enter a Standard Statement. Edit the copied information by entering changes in the text block area.

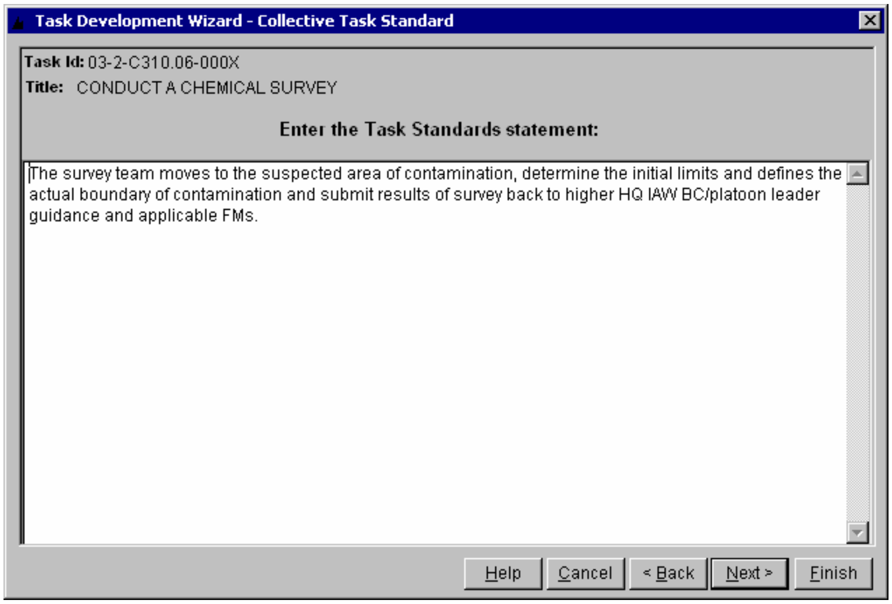


Figure 5-47: Link Collective Standard

Step 13: Link Collective Task to Courses. The *Link Collective Task to Courses* window (Figure 5-48) allows you to link the new Collective Task with one or more courses. Therefore, it is prerequisite that the Courses support table is up-to-date for the appropriate choices to appear in the **picklist**.

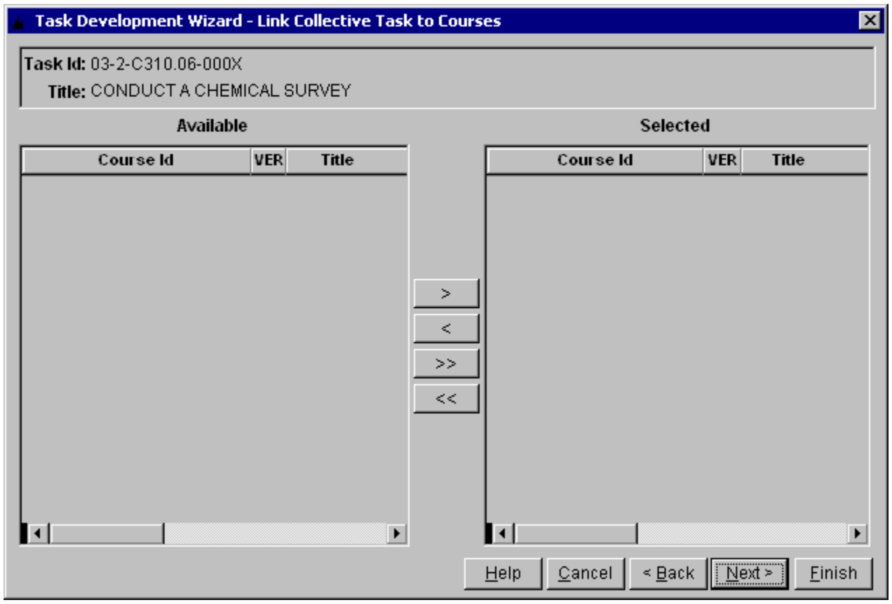


Figure 5-48: Link Collective Task to Courses

Select the appropriate Courses in the left pane and move them to the right pane of the window to make a link and vice-versa to unlink for the previously related Courses.

Step 14: Link Collective Task to Supporting Collective Task. The *Link Collective Task to Supporting Collective Task* window (Figure 5-49) allows you to link the new Collective Task with one or more Supporting Collective Tasks. Therefore, it is prerequisite that the Collective Tasks be up-to-date for the appropriate choices to be in the **picklist**.

A *Specify Filter Criteria for Collective Task* screen will first appear allowing you to specify the Supporting Collective tasks to appear on the screen. Refer to section 9.2 for details on using the ASAT filter option. After selecting a filter, the following wizard screen appears:

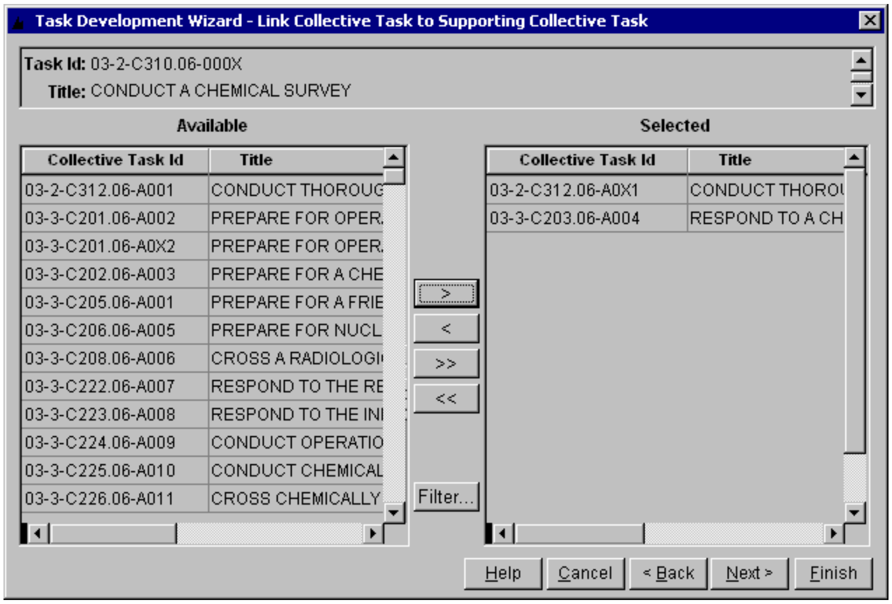


Figure 5-49: Link Collective Task to Supporting Collective Task

Select the appropriate Supporting Collective Task in the left pane and move it to the right pane of the window to make a link and vice-versa to unlink for the previously related Supporting Collective Task.

Step 15: Link Collective Task to Individual Tasks. The *Link Collective Task to Individual Tasks* window (Figure 5-50) allows you to link the new Collective Task with one or more Individual Tasks. Therefore, it is important that the Individual Tasks be up-to-date for the appropriate choices to appear in the **picklist**.

A *Specify Filter Criteria for Individual Tasks* screen will first appear allowing you to specify the Individual Tasks to appear on the screen. Refer to section 9.2 for details on using the ASAT filter option. After selecting a filter, the following wizard screen appears:

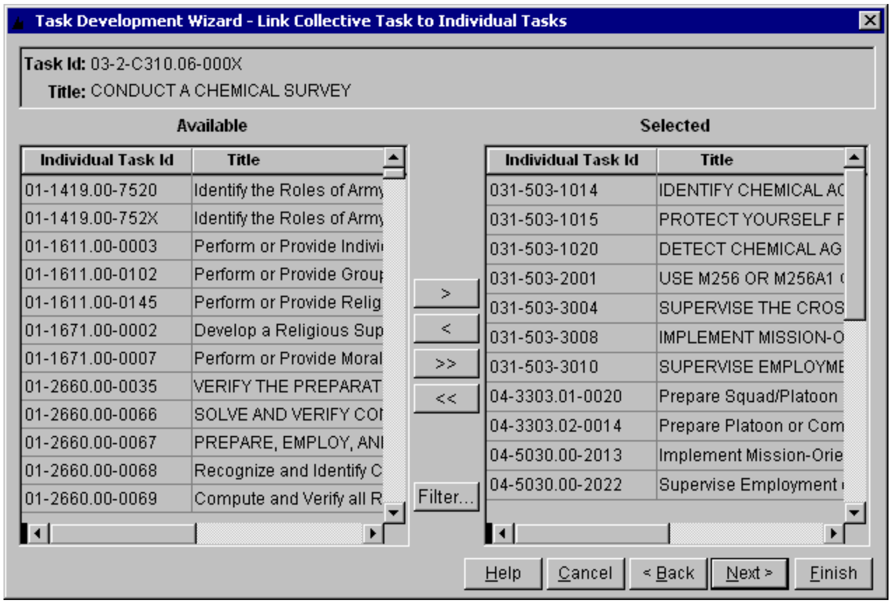


Figure 5-50: Link Collective Task to Individual Tasks

Select the appropriate Individual Task in the left pane and move it to the right pane of the window to make a link and vice-versa to unlink for the previously related Individual Task.

Step 16: Link Collective Task to User Categories. The *Link Collective Task to User Categories* window (Figure 5-51) allows you to link the new Collective Task with one or more Categories. Therefore, it is important that the Categories support table is up-to-date for the appropriate choices to appear in the **picklist**.

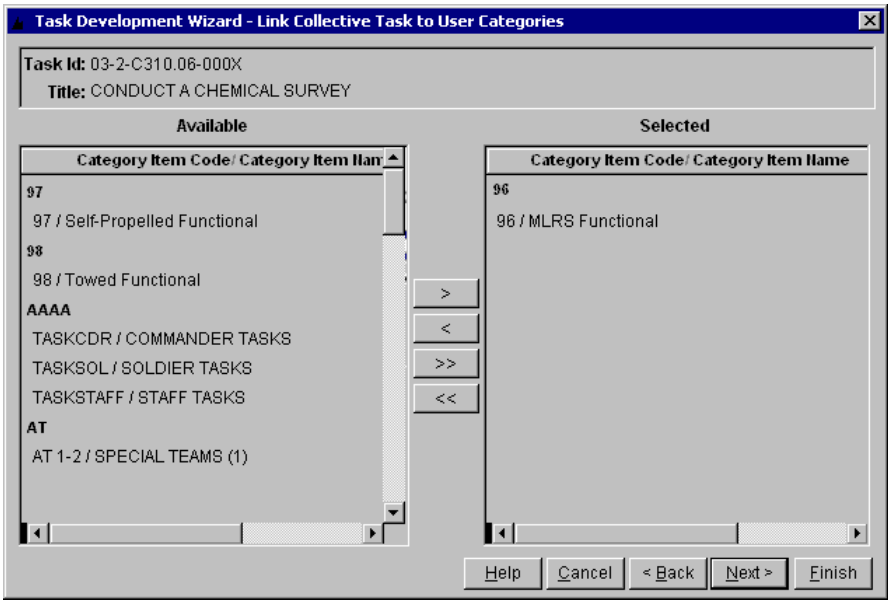


Figure 5-51: Link Collective Task to User Categories

Select the appropriate User Category in the left pane and move it to the right pane of the window to make a link and vice-versa to unlink for the previously related User Category.

Step 17: Link Collective Task to Drills. The *Link Collective Task to Drills* window (Figure 5-52) allows you to link the new Collective Task with one or more Drills. Therefore, it is important that the Drill Tasks be up-to-date for the appropriate choices to appear in the **picklist**.

A *Specify Filter Criteria for Drills* screen will first appear allowing you to specify the Drills to appear on the screen. Refer to section 9.2 for details on using the ASAT filter option. After selecting a filter, the following wizard screen appears:

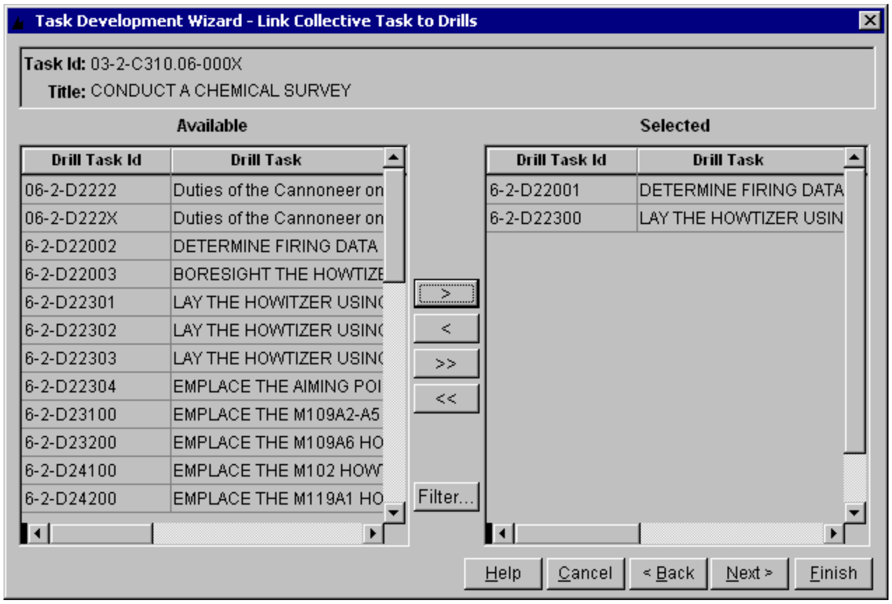


Figure 5-52: Link Collective Task to Drills

Select the appropriate Drill Task in the left pane and move it to the right pane of the window to make a link and vice-versa to unlink for the previously related Drill Task.

Step 18: Link Collective Task to OPFOR. The *Link Collective Task to OPFOR* window (Figure 5-53) allows you to link the new Collective Task with one or more OPFOR Tasks. Therefore, it is important that the OPFOR Tasks be up-to-date for the appropriate choices to appear in the **picklist**.

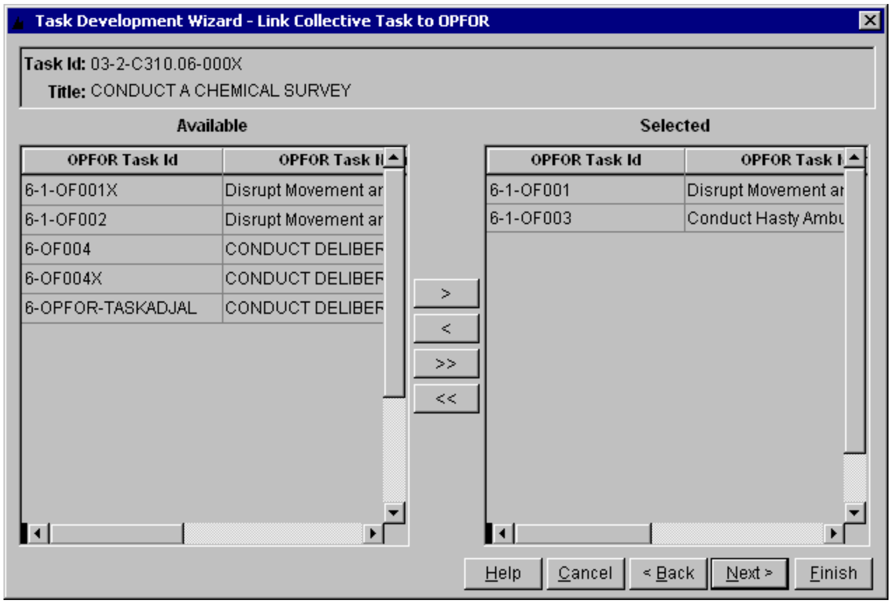


Figure 5-53: Link Collective Task to OPFOR

Select the appropriate OPFOR Task in the left pane and move it to the right pane of the window to make a link and vice-versa to unlink for the previously related OPFOR Task.

Step 19: Task Development - Further Options. If you want to continue using the **Collective Task Development Wizard**, click on the **Next** button. The *Task Development Wizard - Further Options* window (Figure 5-54) will appear.

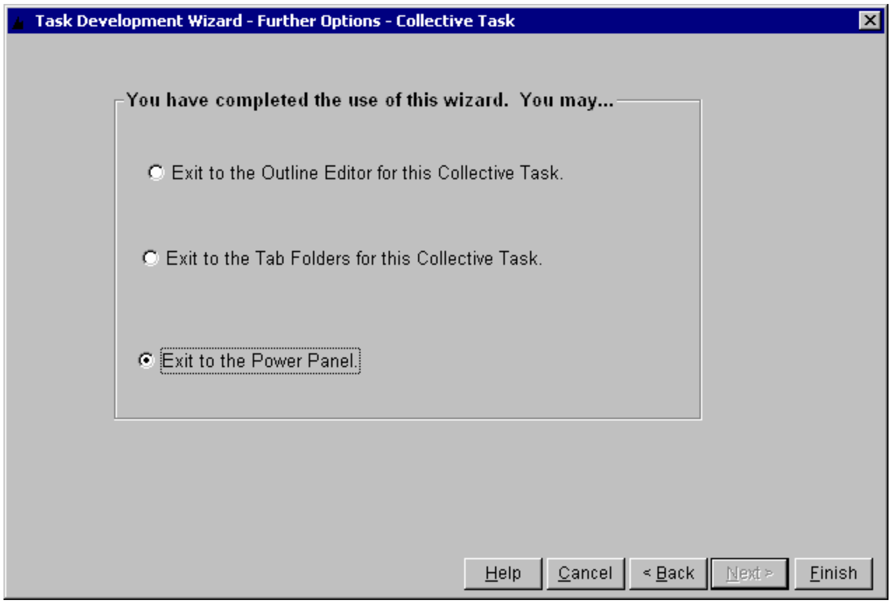


Figure 5-54: Further Options – Collective Task

Besides simply quitting the wizard and returning to the Power Panel, this **Wizard** also gives you the option of exiting to the Outline Editor for this collective task or exiting to the tab folder for this collective task.

> ***Note:*** *For instructions on how to use the Outline Editor see section 9.5. For instructions on using the Collective Tab Folders, see section 5.3.2.*

Step 20: If you do not want to use the **Outline Editor** or the **Tab Folder** option, click on the **Finish** button. The *Update Change History* window (Figure 5-55) will appear:

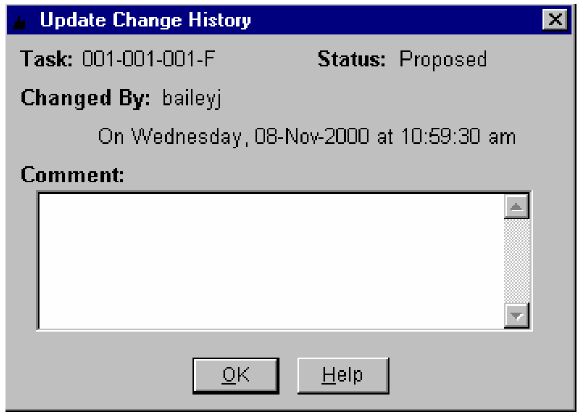


Figure 5-55: Update Change History Window

The *Update Change History* window allows you to enter a summary/history audit trail on the collective task. Click **OK** when done. The **Power Panel** is then displayed.

5.3.1.2 Edit an Existing Collective Task

The procedures for editing a task are almost the same as **Copy Selected Collective Task** described in section 5.3.1.1. However, one critical decision must be made upfront: Do you need to keep a current version of the collective task in your database *while it is being revised*? The answer is "yes" if you are revising a DA publication. If that is the case, then you will need to *copy* the existing collective task. For example, if you are revising a MTP, then you will want to make a copy of the collective task while you are revising the T&EOs. On the other hand, if you are revising a draft collective task, you may decide to *edit* it, understanding the changes are permanent.

- From the **Power Panel**, click on the **Collective** button. Move your cursor to the **Collective Task Development Wizard** and double-click on it.
- On the **Select or Create a Collective Task** window in the **Options Box**, click on the **Edit Selected Task** option and then click the **Next>** button at the bottom.
- The same set and sequence of windows are followed as seen and explained in **Copy Selected Task** (section 5.3.1.1); however, you will be able to adjust the existing linked data. Continue using the **Collective Task Development Wizard** to link and unlink collective task data.

5.3.1.3 Create New Collective Tasks

The procedures for creating a new collective task are almost the same as **Copy Selected Task** described in section 5.3.1.1. However, there will be no pre-existing linked data.

- From the **Power Panel**, click on the **Collective** button. Move your cursor to the **Collective Task Development Wizard** and double-click.
- On the *Select or Create a Collective Task* window in the **Options** box, click on the **Create New Task** option and then click the **Next>** button at the bottom.
- The same set and sequence of windows are followed as seen and explained in **Copy Selected Task** (section 5.3.1.1.) Continue using the **Collective Task Development Wizard** to link and unlink collective task data.

5.3.2 Using the Tab Folder to Create/Edit Collective Task Data

A **Collective** tab folder view can be accessed by making a selection from a grid view, using the *Quick Access* window (see section 9.1), or from many **picklist** linked data tabs. The **Collective Task** tab folder provides the user access to all the data associated with a task. Tab folders are by default editable, although, if the user does not have appropriate system privileges or another user is already editing the same record, the **Collective** tab folder will be read-only (title bar will have Read Only in it.)

From the *ASAT Power Panel* (Figure 5-56), click the **Collective** button. Move your cursor to the **Create/Edit Collective Tasks** (T&EO) under the **Development** section and double-click on it.

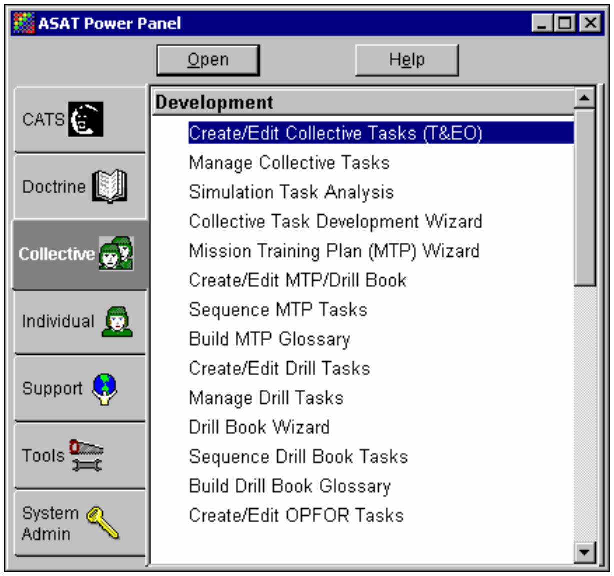


Figure 5-56: Power Panel – Create/Edit Collective Task (T&EO) Option

Because the collective task table is large, a *Specify Filter Criteria for Collective Task* filter window (Figure 5-57) will appear first:

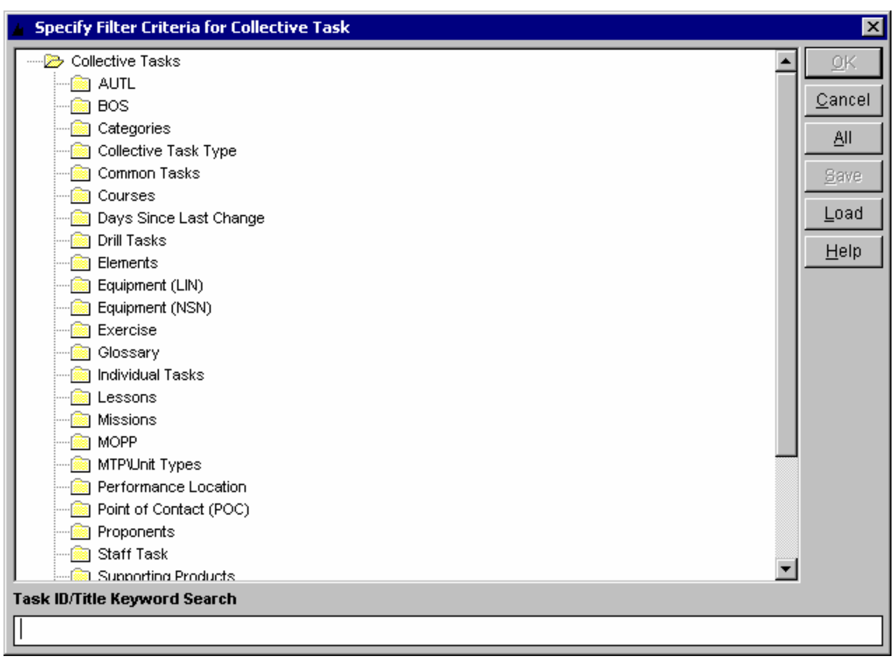


Figure 5-57: Collective Task Filter Screen

The filter screen appears to help you find the collective task on which you want to work. You do not have to use a filter at all. If you click the **All** button on the filter screen, you will get a list of all the collective tasks in your database.

> ***Note:*** *General filtering information is provided in section 9.2. Details on filtering MTP and Collective data are provided in section 5.4.*

The *Collective Task Maintenance* grid (Figure 5-58) is a **grid-detail** view of Collective Task data. The top half of the window is a grid of rows and columns of Collective Task data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the Collective Task focused on in the grid above.

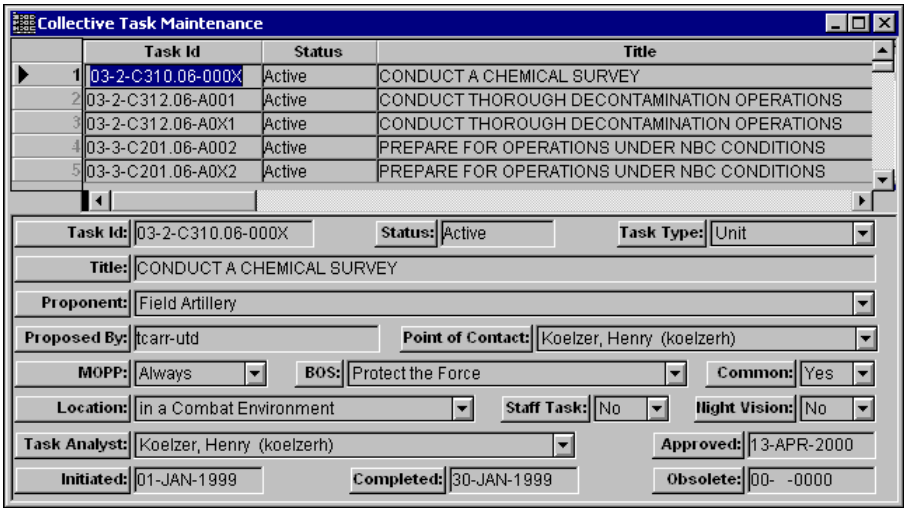


Figure 5-58: Collective Task Maintenance Grid

The primary toolbar options you will use at this window include: the **Outline Editor** button to enter the Collective Task steps, the **Edit** toolbar button to modify the data, the **Delete** record toolbar button to delete a task, the **Related Data** toolbar button to create/edit the related data through the tab folder and the **Insert Record** toolbar button to add a new task. When **Insert** is selected, a window appears to select information for the new task, shown in Figure 5-59:

Figure 5-59: Insert New Collective Task

Click on the first arrow to select a proponent from the proponent table. ***Note:*** You will not be allowed to staff or approve a task for a proponent selection other than your own. After selecting the proponent, click the middle drop-down list to select an echelon from the echelon table. Next, in the space provided, enter a four-digit number for the task. When entry is complete, click the **OK** button to process the selection or click the **Cancel** button to exit without adding a new task. If a new task is added, the entry will appear in the *Collective Task Maintenance* grid (Figure 5-58). Information for the other fields can be entered at this point.

Field entry procedures are as follows:

Field	Description
Task Id:	Enter the task identification number.
Status:	Identifies the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*. This field can only be changed through the Manage Collective task function. The default entry when inserting a new record is *Proposed*.
Title:	Enter the title of the Collective Task.

Field	Description
Proponent:	Displays the functional proponent responsible for the task.
Task Type:	Select the type of task.
Proposed by:	Enter the personnel or organization responsible for originating the task.
Point of Contact:	Select the designated personnel for point of contact. Double-click in the field to view details on the person associated with the record.
BOS	Select the Battlefield Operating Systems (BOS) this task supports.
MOPP:	Select *Never*, *Sometimes*, or *Always* to indicate when the task is performed in MOPP conditions. Default is *Always*.
Common:	Select *Yes* or *No* to indicate whether every soldier in a specific skill performs a task level, regardless of MOS or branch.
Location:	Indicate the performance location of the task.
Staff Task	Identifies a task that is performed at the unit staff level (*Yes* or *No* indicator.)
Night Vision Flag:	Select *Yes* or *No* to indicate whether night vision equipment is required to perform the task. Default is *No*.
Task Analyst:	Select the person responsible for creating or editing the task. Double-click in the field to view details on the person associated with the record.
Initiated:	Enter the task start date.
Completed:	Enter the date the task was completed.
Approved:	A view-only field that indicates the date the status was changed to active. It is accessible only through the **Manage Collective Task** menu option on the Power Panel.
Obsolete:	A view-only field that indicates the date the status was changed to inactive. It is accessible only through the **Manage Collective Task** menu option on the Power Panel.

TIP: *Right-click the mouse over the date fields to choose dates from the ASAT calendar.*

If you do not know the **Collective Task ID** (Collective Task number), but do know a word in the **Collective Task Name**; scroll right and click the column heading **Collective Task**. This sets the focus on this column as indicated by the black background. On the menu bar click **View**, and then choose **Find Text**. The following window appears (Figure 5-60):

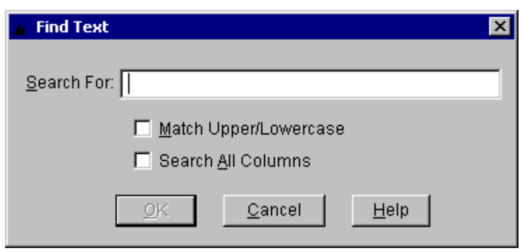


Figure 5-60: Find Text Window

- Type in a keyword of the title and click **OK**. The focus will jump to the first task where the word appears in the title. Click on the menu bar **View**, and then choose **Find Next** to jump to the next occurrence.
- If you wanted to see the titles in alphabetical order to scroll through, double-click the column heading **Collective Task Name** and the names will shuffle into alphabetical order. (Double-click the **Collective Task ID** column heading to return to a numerical order of Collective Task numbers.)
- For a complex sort, click **View**, on the menu bar then choose **Sort**.
- If you know some related information about the Collective Task that might narrow your search, click on the menu bar **View**, and then choose the **Filter By Linked Data** option to reset a filter and reconstitute the **grid-detail** window list. Notice at the bottom of the filter window that you can enter a word or phrase to additionally filter the collective task list so that only the titles that contain the word or phrase appear.
- Copy a task by clicking on the task number field, going to the **Data** menu, and clicking on **Copy Record**. A *Copy Collective Task* window (Figure 5-61) will appear. Use the following procedures:

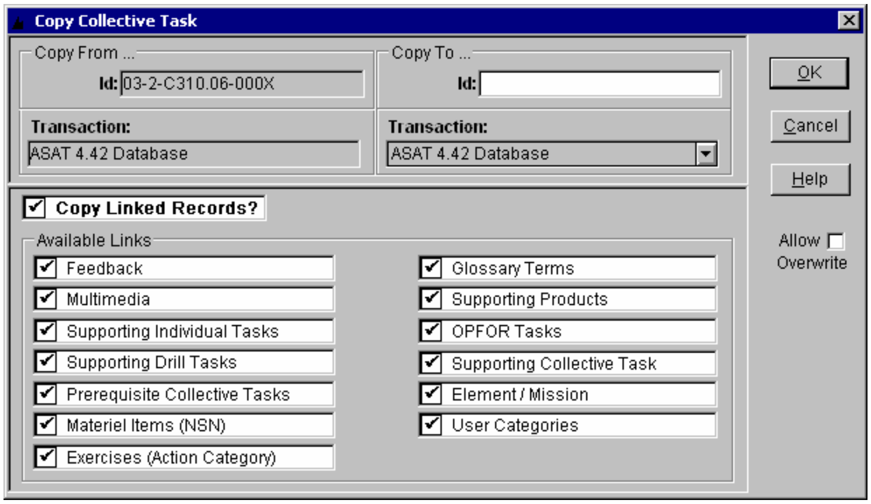


Figure 5-61: Copy Collective Task Window

1. If you selected a base numbered task (nine spaces) to copy, where you are the proponent, you have a choice to change the echelon code and/or the last four sequence numbers. In addition, with the derivative box clicked you can enter the derivative proponent and add the extension sequence identifiers.
2. If you selected a base numbered task (nine spaces) to copy, where you are not the proponent, you only have a choice to change the derivative proponent and add the extension sequence identifiers. You cannot change another proponent's base numbering.
3. If you selected a derivative numbered (17 spaces) task to copy, where you are the base proponent, you can click the **Derivative** box to remove the checkmark and edit all portions of the base numbering. In addition, you can click the **Derivative** box back on and edit the extension portions of the derivative.
4. If you selected a derivative numbered (17 spaces) task to copy, where you are not the base proponent, you can only edit the extension portions of the derivative. You cannot change another proponent's base numbering.
5. Decide if you want to copy linked records. A "linked record" is any type of information contained in the tab folders of an individual task record. Examples of linked records include supporting products, courses, and equipment. If you do not wish to copy linked records, remove the copy linked record checkmark from the box titled **Copy Linked Records**.

To add a **Condition**, a **Standard**, and other **Collective Task Links** to a Collective Task, from the *Collective Task Maintenance* grid window, click **Data/Related Data** on the menu or click the **Related Data** toolbar button to reach the **Collective Task** tab folder (Figure 5-62):

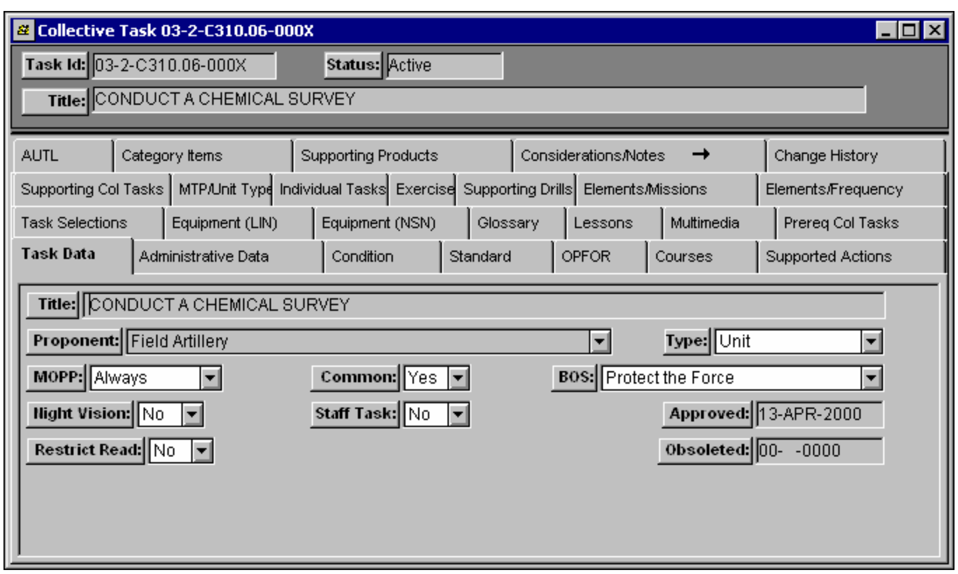


Figure 5-62: Collective Task Tab Folder

The tab folder view provides the user access to all the data associated with a record. A Tab Folder mimics the appearance of a file cabinet drawer with tabbed file folders. It allows the user to select a new file or page from the file folder. This methodology is used because of the large amount of data associated with task and records.

The top portion of the **Collective Task** tab folder window is the header. This region contains the pertinent information about the record being viewed/edited such as its identification number and title. This region cannot be edited, but remains constant regardless of the selected tab. At any time, the data of only one tab folder can be visible in the bottom half of the window. The user can switch from tab folder to tab folder by clicking on the desired tab folder with the mouse. The 26 tab selections are described in the following sections.

5.3.2.1 Task Data Tab

The **Task Data** tab (Figure 5-62) is a **detail** tab that contains the fields from the Collective Task table. Refer to section 9.4.1.1 for more information about detail tabs.

Field	Description
Title[*]	Displays the title as it appears on the task.
Type	Displays the type of task. It defaults to a “unit” type.
Proponent	Displays the functional proponent for the task.
MOPP	Displays the degree from the drop-down list to which this task is performed in MOPP gear.
Common	Displays *Yes* if this is a common collective task.
BOS Code	Displays a BOS from the drop-down list.
Night Vision	Displays *Yes* if this collective task is performed at night.
Staff Task	Identifies a task that is performed at the unit staff level (*Yes* or *No* indicator.)
Restrict Read	This drop-down list box is used to limit accessibility to the details of a record to only the people actively working on the record (point of contact, subject matter expert (SME)/analyst, or system administrator.) If the **Restrict Read** is set to *Yes*, the record will appear in the grid view, but will not allow users other than the point of contact, SME/analyst, or system administrator to open or edit the tab folder information. If the **Restrict Read** is set to *No*, users will have viewing and modification privileges as defined by the current ASAT user definition. Only the individuals listed above can set the record restriction.
Approved[*]	View-only field indicating the date the status was changed to *Active*.
Obsolete[*]	View-only field indicating the date the status was changed to *Obsolete*.

[*]The Task Title can only be edited for a newly inserted task and the **Approval** and **Obsolete** Dates cannot be edited at all on this window. Use the **Manage Collective Task** option on the Power Panel to affect these fields.

5.3.2.2 Administrative Data Tab

This **Administrative Data** tab (Figure 5-63) contains POC and Analyst/SME information including **Name**, **Address**, **Email**, **Telephone**, and **Fax**. Also included are the **Completed**, **Analysis Initiated**, and **Proposed by** fields.

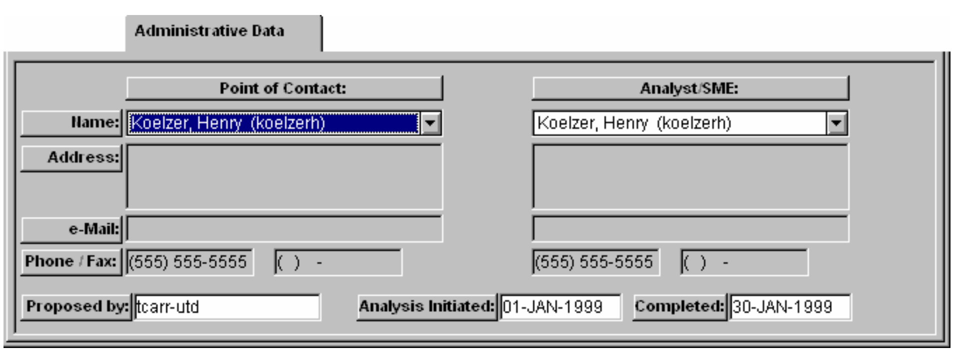


Figure 5-63: Administrative Data Tab

- Select the **Name** from the drop-down list and the other information will be filled in. This other information is fed from the Personnel table on the **Support** Module of the Power Panel.
- The **Proposed by** pane is an open text field where the name of the person who originally proposed the task is entered.
- To enter the dates for the **Completed** and **Analysis Initiated** date fields, double-click on the associated pane to get a pop-up calendar. Find the appropriate date on the calendar and double-click it. This will place that date in the pane.

5.3.2.3 Condition Tab

The **Condition** tab (Figure 5-64) is a **block** tab used to add a Condition statement to a Collective Task. Refer to section 9.4.1.2 for details on this window type. The condition statement sets the stage for the performance of the task and controls the boundaries for the analysis of the task. Include all pertinent influences upon task performance. A standard statement based on the selection made from the **MOPP** drop-down field on the collective task grid, data tab, or wizard will appear at the bottom of the screen to assist in entering a condition statement.

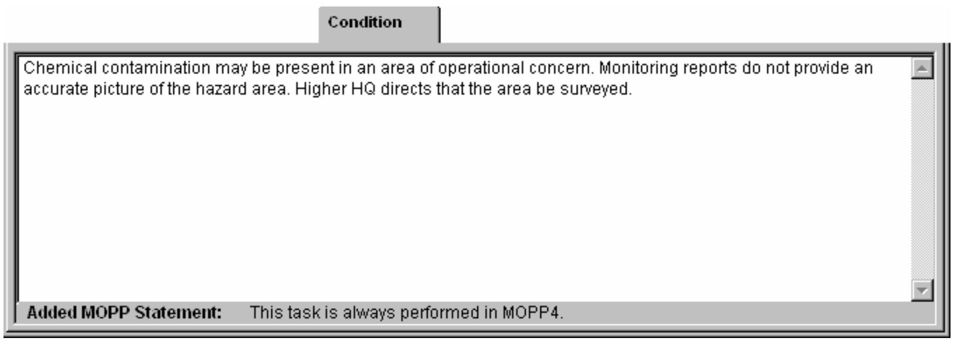


Figure 5-64: Condition Tab

5.3.2.4 Standard Tab

The **Standard** tab (Figure 5-65) is a **block** tab used to add a **Standard** statement to a Collective Task. Refer to section 9.4.1.2 for details on this window type.

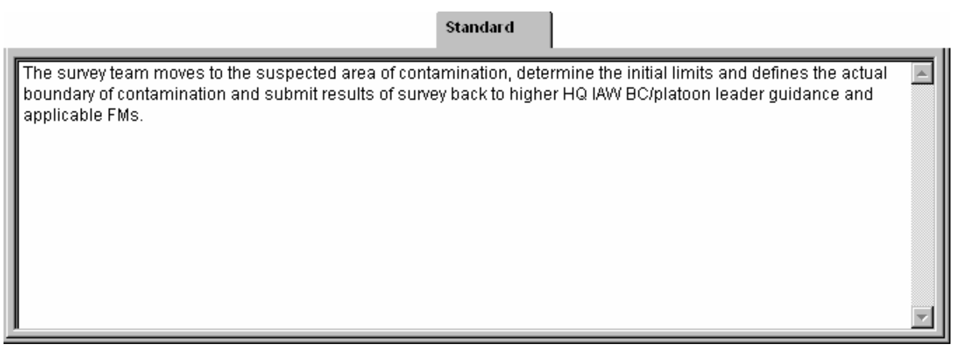
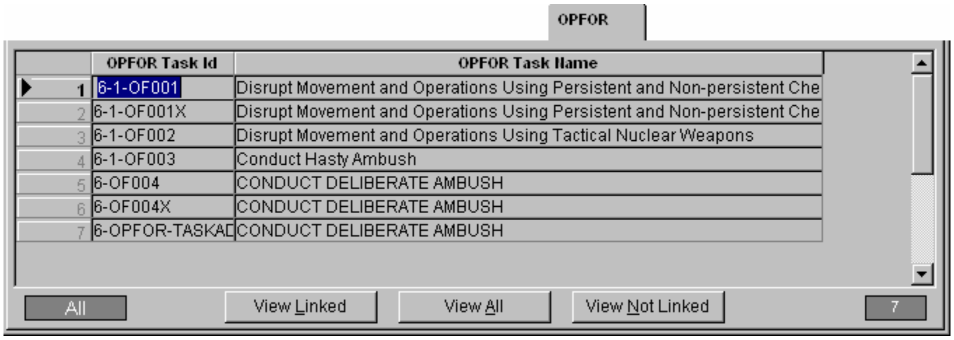


Figure 5-65: Standard Tab

5.3.2.5 OPFOR Tab

The **OPFOR** tab (Figure 5-66) is a **picklist** tab that allows linking OPFOR tasks to the Collective task. The approach is to treat OPFOR tasks as separate tasks. Refer to section 5.9, Create or Edit OPFOR Task, for details.

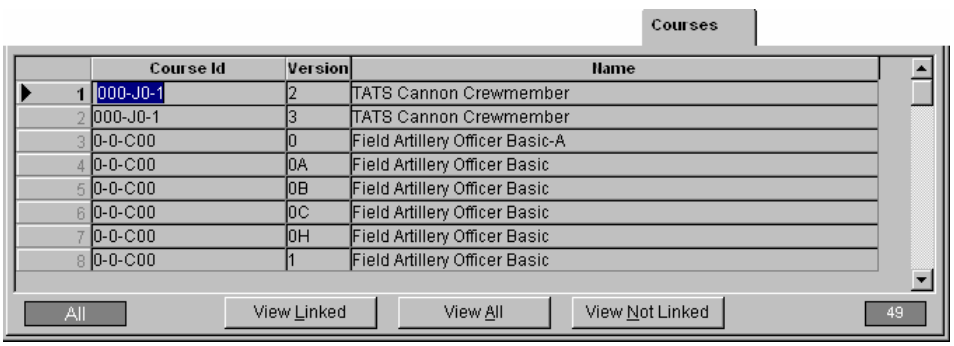


	OPFOR Task Id	OPFOR Task Name
1	6-1-OF001	Disrupt Movement and Operations Using Persistent and Non-persistent Che
2	6-1-OF001X	Disrupt Movement and Operations Using Persistent and Non-persistent Che
3	6-1-OF002	Disrupt Movement and Operations Using Tactical Nuclear Weapons
4	6-1-OF003	Conduct Hasty Ambush
5	6-OF004	CONDUCT DELIBERATE AMBUSH
6	6-OF004X	CONDUCT DELIBERATE AMBUSH
7	6-OPFOR-TASKAD	CONDUCT DELIBERATE AMBUSH

Figure 5-66: OPFOR Tab

5.3.2.6 Courses Tab

The **Courses** tab (Figure 5-67) is a **picklist** tab that allows the user to link Courses to the current Collective task, at the task level. The **Course Id**, **Version**, and **Name** fields are view-only in this view.



	Course Id	Version	Name
1	000-J0-1	2	TATS Cannon Crewmember
2	000-J0-1	3	TATS Cannon Crewmember
3	0-0-C00	0	Field Artillery Officer Basic-A
4	0-0-C00	0A	Field Artillery Officer Basic
5	0-0-C00	0B	Field Artillery Officer Basic
6	0-0-C00	0C	Field Artillery Officer Basic
7	0-0-C00	0H	Field Artillery Officer Basic
8	0-0-C00	1	Field Artillery Officer Basic

Figure 5-67: Courses Tab

This link does allow the developer to associate tasks to a course prior to the development of lesson plans. It can also be used to filter collective tasks. Refer to section 9.4.1.3 for an explanation of how to link courses.

5.3.2.7 Supported Actions Tab

The **Supported Actions** tab (Figure 5-68) displays collective task links to actions. The Collective task linking to the action is accomplished in the **CATS** Module. This tab is used for viewing purposes only.

Figure 5-68: Supported Actions Tab

5.3.2.8 Task Selections Tab

The **Task Selections** tab (Figure 5-69) presents a view of the collective task groups (selections) that have been created at the **CATS** Module. This tab is for viewing purposes only.

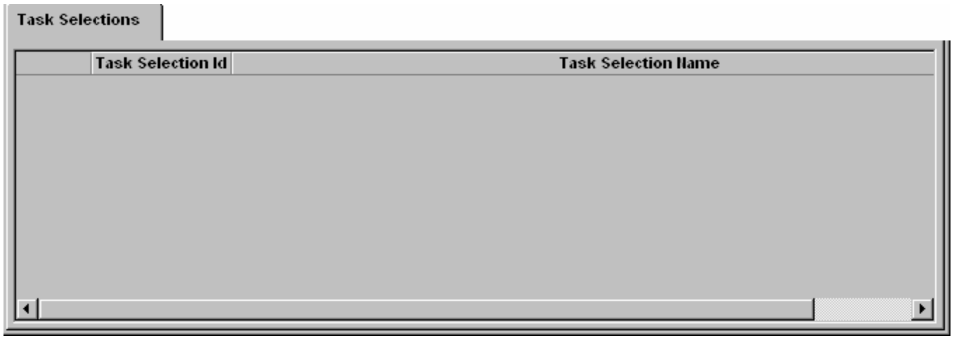


Figure 5-69: Task Selection Tab

The following columns appear on this tab:

Field	Description
Task Selection Id:	Displays the Task Selection identifier. *NCTS* indicates that no collective tasks were created for this action.
Task Selection Name:	Displays the Task Selection name.

5.3.2.9 Equipment (LIN) Tab

The **Equipment (LIN)** tab (Figure 5-70) is a **picklist** tab that displays the equipment in the TOE identified by LIN. The equipment items shown here are what the unit owns or what the unit is authorized to use. The information comes from the LIN Equipment table in the **Support** Module and is used in the resourcing section of CATS. This tab view shows the **LIN**, **Step Id**, **Nomenclature**, **Org Id**, **Element**, and **Element Name**. This tab will only bring up LINs that are linked to an element that you have linked to a task.

This tab only allows the training developer to link a LIN to a collective task that is authorized in the Elements to which the collective task is already linked. If there are no Element-Mission links then pressing the **View All** button will result in no records retrieved. If multiple Elements are linked then pressing the **View All** button will result in a list of equipment authorized to all the linked Elements.

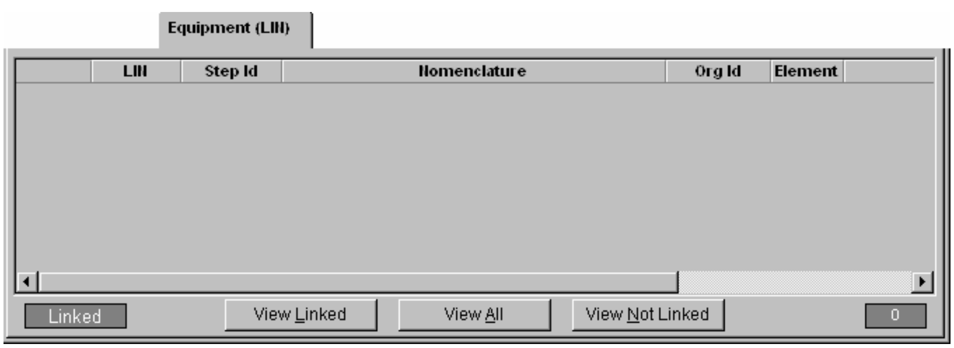


Figure 5-70: Equipment (LIN) Tab

***Note:** The **Step Id** column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

5.3.2.10 Equipment (NSN) Tab

The **Equipment (NSN)** tab (Figure 5-71) is a **picklist** tab that allows the user to view equipment that is linked to the current Collective Task. The information comes from the Equipment Materiel Items Support table. The tab displays a rollup of all general equipment items that may be linked to the selected task as well as the task steps. This tab view shows the **Equipment Id**, **Step Id**, **Supply Class**, and **Name**.

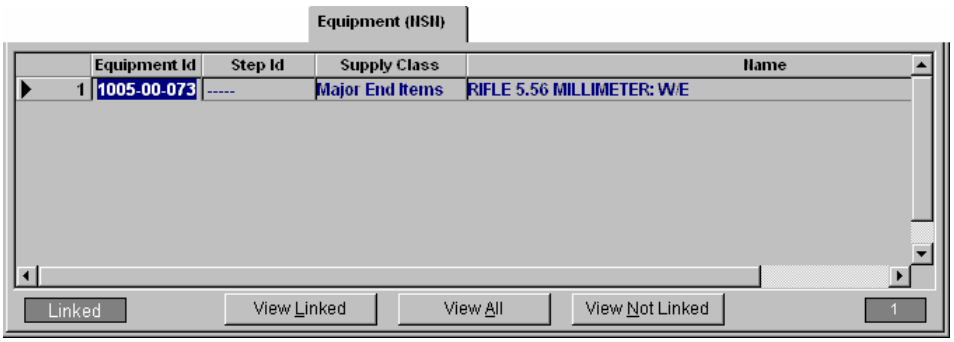


Figure 5-71: Equipment (NSN) Tab

Note: ***Note:*** *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

If the equipment is not available in the list, items may be added to the equipment table. To do this, select the Equipment (Materiel) table in the **Support** Module on the ASAT Power Panel, and insert the items of equipment.

Special Note: *This information does not output to any standardized ASAT report. Therefore, Datamaster or Infomaker may be used to include this information in a report.*

5.3.2.11 Glossary Tab

The **Glossary** tab (Figure 5-72) is a **picklist** tab and allows the user to connect Glossary Terms with definitions to the current Collective task. The **Term**, **Step Id**, and **Definition** are view-only fields. Additions or deletions to the general glossary listing can be edited through the Glossary Support table in the **General** section of the **Support** Module.

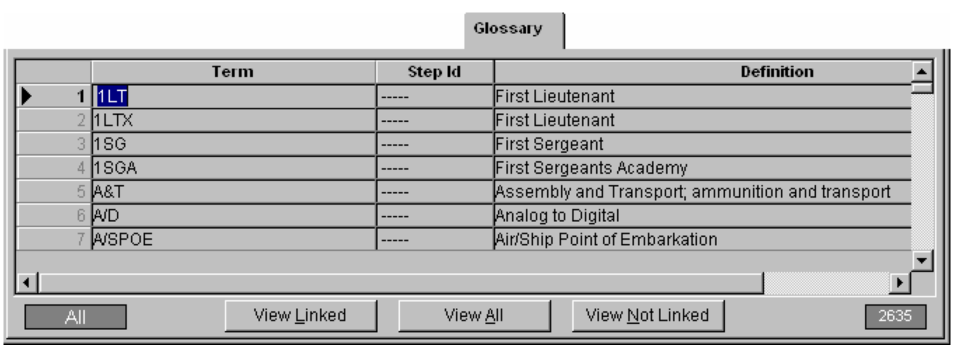


Figure 5-72: Glossary Tab

Note: *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

To link Glossary terms, click the **View All** button for the picklist of terms and definitions; then double-click in the term column to link a term to the collective task. It is preferred that linking and unlinking be accomplished at the Glossary task step level.

5.3.2.12 Lessons Tab

The **Lessons** tab (Figure 5-73) is a view-only window that allows the user to view a listing of Lessons to which the current Collective task is linked. Lessons displayed have been linked to the task on the **Collective Task Taught** or **Collective Tasks Supported** tabs for the lesson using the **Create/Edit Lesson Plans** option on the Power Panel.

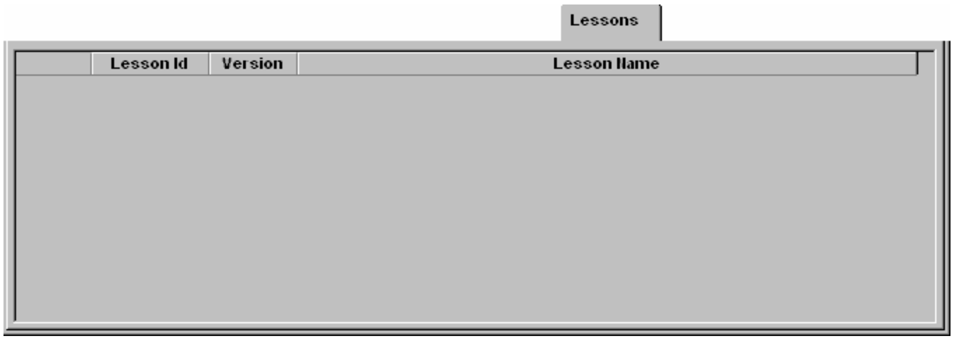


Figure 5-73: Lessons Tab

If there is a lesson(s) linked, the user may choose to view additional information on this tab. To do this, select the **Data** menu and then select the **Related Data** option or click the **Related Data** toolbar button. This allows viewing of information about the highlighted lesson without having to go back to the *Lesson* grid or the **Quick Access** option.

5.3.2.13 Multimedia Tab

The **Multimedia** tab (Figure 5-74) is a **picklist** tab that allows the user to link Multimedia (audio/video clips, graphics, figures, tables, etc.) to the current Collective task, at the task level. It is recommended not to link at the task level, but at the step level of the task in the Outliner (see section 5.3.3 for details on the Outliner.) Refer to section 9.4.1.3 for an explanation of how to link Multimedia.

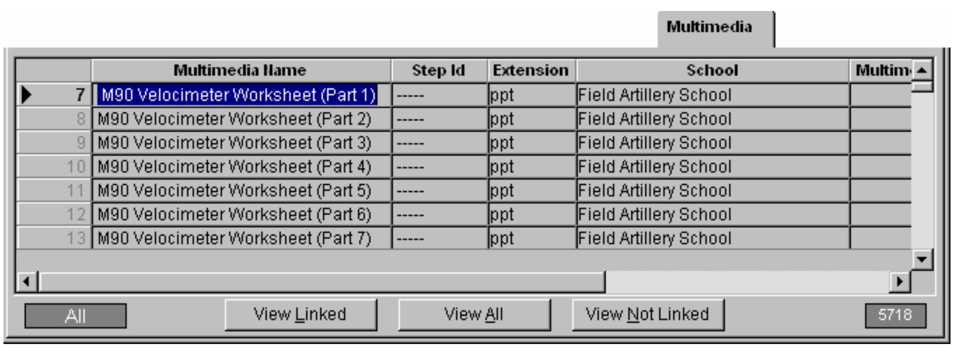


Figure 5-74: Multimedia Tab

Note: *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

To link one or more Multimedia, click the **View All** button for the picklist of Multimedia; then double-click the **Multimedia** row to link it to the Collective Task step. If the Multimedia is not available in the picklist, add it at the grid list at the Multimedia table under the **General** section of the **Support** button of the Power Panel to make the choice available here. It is preferred that linking and unlinking be accomplished at the task step level for this tab.

The **Task Multimedia ID** and **Name** fields for the linked media will turn white indicating that information can be entered or edited. Enter the figure number for a graphic in the **Task Multimedia ID** field. It will display centered under the graphic. Enter a graphic name, not to exceed 165 characters, in the **Task Multimedia Name** field. The name will display centered below the graphic and the **Task Multimedia ID**.

Note: *Multimedia linked on this screen will also be listed on the* ***Step Multimedia*** *tab.*

Graphics may be displayed by right-clicking on the desired row. If the graphic is found, it will be displayed in a window of its own.

Graphics files shown below will be displayed automatically in ASAT RTF documents when viewed using MS Word. (***Note:*** all the graphic files listed may not be applicable to ASAT.)

AutoCAD Format 2-D (.dxf) file
Computer Graphics Metafile (.cgm) file
CorelDraw (.cdr) file
Encapsulated PostScript (.eps) file
Enhanced Metafile (.emf)
Graphics Interchange Format (.gif) file
JPEG File Interchange Format (.jpg) file
Kodak Photo CD (.pcd) file
Macintosh PICT (.pct) file
Micrografx Designer/Draw (.drw) file
PC Paintbrush (.pcx) file
Portable Network Graphics (.png) file
Tagged Image File Format (.tif) file
Targa (.tga) file
Windows Bitmap (.bmp, .rle, .dib) file
Windows Metafile (.wmf)
WordPerfect Graphics (.wpg) file

Any other Multimedia Files in the ASAT RTF document will be identified with the message, "Multimedia attached! Click here then press F9." When F9 is pressed, an icon or a representation of the multimedia object will be displayed. To view, display, or play the multimedia object, double-click on the icon or representation. The system will attempt to call the associated application.

5.3.2.14 Prerequisite Collective Tasks Tab

To link one or more Prerequisite Collective Tasks, click the **View All** button for the picklist of Prerequisite Collective Tasks; then double-click the Prerequisite Collective Task row to link it to the Collective Task. If the Prerequisite Collective Task is not available in the picklist, add it at the grid list at the **Create/Edit Collective Tasks** under the **Development** section of the **Collective** Module of the Power Panel to make the choice available here. The **Task Id**, **Status**, and **Task** are view-only fields. Information can be entered or changed for the **Proficiency Level** and **Task Association Description Text** fields.

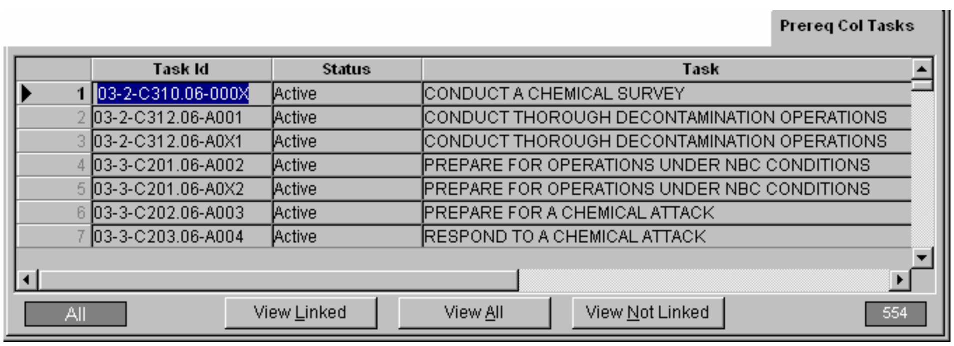


Figure 5-75: Prerequisite Collective Tasks Tab

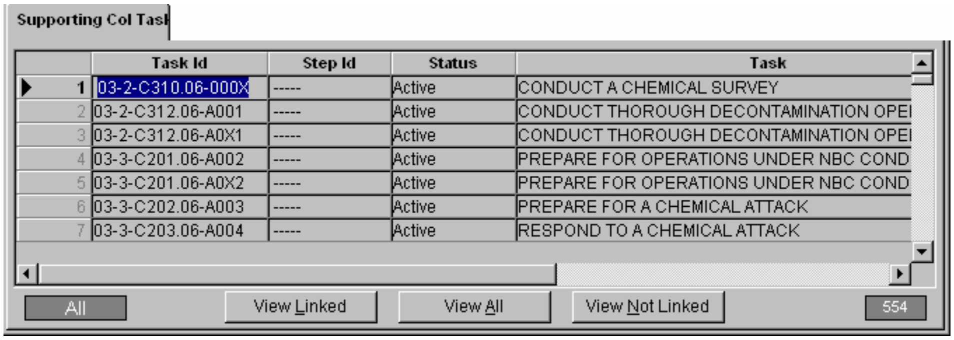
The following columns appear on this tab:

Field	Description
Task Id	Displays the task identification number.
Status	Contains the Exercise code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Task	Title of the collective task.
Proficiency Level	Indicated as *Trained*, *Needs Practice*, or *Untrained*.
Task Association Desc.	Used to enter a description of the task association.

This tab is a **picklist** tab and allows the user to connect Prerequisite Collective Tasks to the current Collective task, at the task level. These Prerequisite Collective Tasks serve as gates in regards to Combined Arms Training Strategies.

5.3.2.15 Supporting Collective Tasks Tab

The **Supporting Collective Tasks** tab (Figure 5-76) is a **picklist** tab and allows the user to connect supporting collective tasks to the current Collective task, at the task level. The **Task ID**, **Step ID**, **Status**, and **Task** are view-only fields. Connections may also be made in the T&EO at the step level. Refer to section 9.4.1.3 for an explanation of how to link tasks.



Supporting Col Task

	Task Id	Step Id	Status	Task
1	03-2-C310.06-000X	-----	Active	CONDUCT A CHEMICAL SURVEY
2	03-2-C312.06-A001	-----	Active	CONDUCT THOROUGH DECONTAMINATION OPEI
3	03-2-C312.06-A0X1	-----	Active	CONDUCT THOROUGH DECONTAMINATION OPEI
4	03-3-C201.06-A002	-----	Active	PREPARE FOR OPERATIONS UNDER NBC COND
5	03-3-C201.06-A0X2	-----	Active	PREPARE FOR OPERATIONS UNDER NBC COND
6	03-3-C202.06-A003	-----	Active	PREPARE FOR A CHEMICAL ATTACK
7	03-3-C203.06-A004	-----	Active	RESPOND TO A CHEMICAL ATTACK

Figure 5-76: Supporting Collective Task Tab

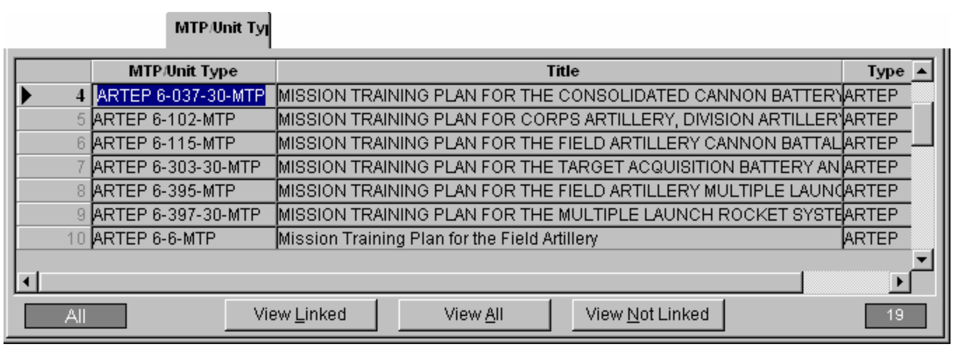
Note: *The **Step ID** column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

To link one or more Supporting Collective Tasks, click the **View All** button for the picklist of Supporting Collective Tasks; then double-click the Supporting Collective Task row to link it to the Collective Task. If the Supporting Collective Task is not available in the picklist, add it at the grid list at the **Create/Edit Collective Tasks** under the **Development** section of the **Collective** Module of the Power Panel to make the choice available here.

Note: *It is preferred that linking and unlinking be accomplished at the task step level for this tab.*

5.3.2.16 MTP/Unit Type Tab

This **MTP/Unit Type** tab (Figure 5-77) is a **picklist** tab that allows the user to link MTP/Unit Types to the current Collective task, at the task level. The **MTP/Unit Type**, **Title**, and **Type** fields are view-only fields. Refer to section 9.4.1.3 for details on picklist tabs.



MTP/Unit Ty

	MTP/Unit Type	Title	Type
4	ARTEP 6-037-30-MTP	MISSION TRAINING PLAN FOR THE CONSOLIDATED CANNON BATTERY	ARTEP
5	ARTEP 6-102-MTP	MISSION TRAINING PLAN FOR CORPS ARTILLERY, DIVISION ARTILLERY	ARTEP
6	ARTEP 6-115-MTP	MISSION TRAINING PLAN FOR THE FIELD ARTILLERY CANNON BATTAL	ARTEP
7	ARTEP 6-303-30-MTP	MISSION TRAINING PLAN FOR THE TARGET ACQUISITION BATTERY AN	ARTEP
8	ARTEP 6-395-MTP	MISSION TRAINING PLAN FOR THE FIELD ARTILLERY MULTIPLE LAUNC	ARTEP
9	ARTEP 6-397-30-MTP	MISSION TRAINING PLAN FOR THE MULTIPLE LAUNCH ROCKET SYSTE	ARTEP
10	ARTEP 6-6-MTP	Mission Training Plan for the Field Artillery	ARTEP

Figure 5-77: MTP/Unit Type Tab

5.3.2.17 Individual Tasks Tab

This **Individual Tasks** tab (Figure 5-78) is a **picklist** tab that allows the user to link supporting Individual Tasks to the current Collective task, at the task level. Refer to section 9.4.1.3 for details on using picklists.

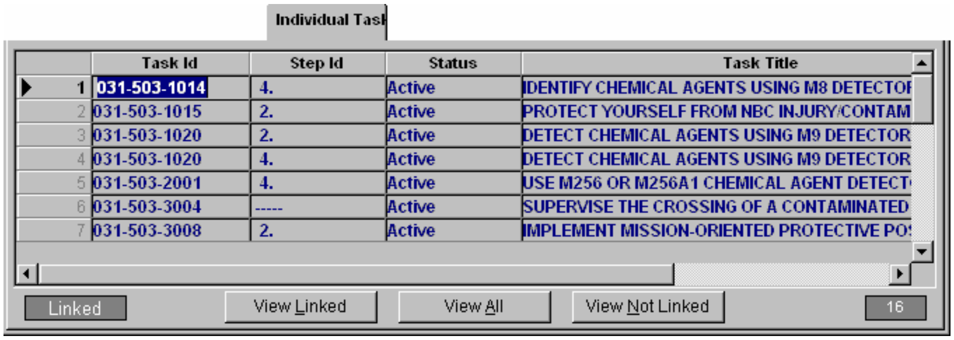


Figure 5-78: Individual Tasks Tab

> ***Note:*** *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

To link one or more Individual Tasks, click the **View All** button for the picklist of Individual Tasks; then double-click the **Individual Task** row to link it to the Collective Task. If the Individual Task is not available in the picklist, add it at the grid list at the **Create/Edit Individual Task** under the **Development** section of the **Individual** Module of the Power Panel to make the choice available here. Once a link is made, the linked record will turn blue allowing field entry. It is preferred that linking and unlinking be accomplished at the task step level for this tab.

Field Entry Procedures:

1. Select *Yes* or *No* in the **Critical** field to indicate if the task is critical.
2. Click the **Attach** button in the **MOS/Skill Levels** column to access a *MOS Selection* window that allows selection of the MOS and skill level. This listing is populated with entries based on the MOS links made for this individual task (**Occupations** tab to **MOS Links** tab.)

5.3.2.18 Exercise Tab

The **Exercise** tab (Figure 5-79) is a **picklist** tab that allows the user to link Exercises to the current Collective task, at the task level. The Exercise data is used in the Combined Arms Training Strategies development.

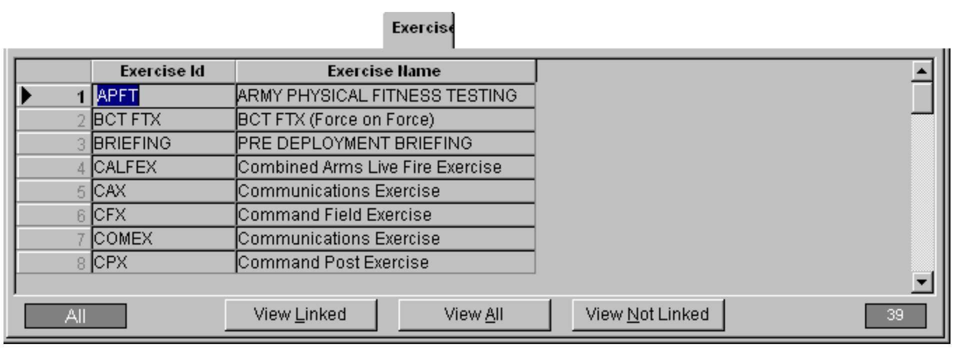


Figure 5-79: Exercise Tab

The following columns appear on this tab:

Field	Description
Exercise Id	The Exercise identification number.
Exercise Name	The descriptive title of the Exercise.

To link one or more Exercises, click the **View All** button for the picklist of Exercises; then double-click the Exercise row to link it to the Collective Task. Details on picklist tabs are provided in section 9.4.1.3.

5.3.2.19 Supporting Drills Tab

The **Supporting Drills** tab (Figure 5-80) allows the user to link supporting Drill Tasks to the current Collective task, at the task level. It is recommended not to link at the task level, but at the step level of the task in the Outliner (see section 5.3.3 for details on the Outliner.)

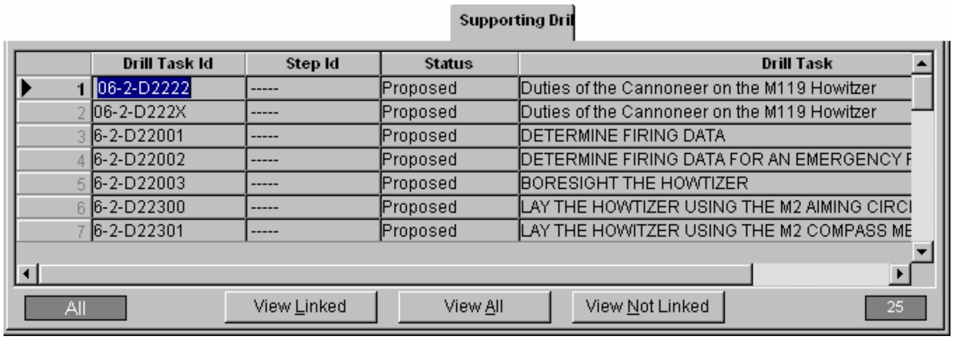


Figure 5-80: Supporting Drills Tab

> ***Note:*** *The* ***Step ID*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

This tab folder is a **picklist** tab. Refer to section 9.4.1.3 for an explanation of how to link Drill Tasks. It is preferred that linking and unlinking be accomplished at the task step level for this tab.

5.3.2.20 Elements/Missions Tab

This **picklist** tab allows the user to connect Elements and/or Missions to the current Collective task, at the task level. The combination linkage of Elements to Missions is recommended to be performed prior to the linking operations here. However, an Element can be linked to a Collective Task independent of the Mission (the **Mission** column uses a Generic Mission entry); and vice-versa, a Mission can be linked to a Collective Task independent of the Element (the **Element** column uses a Generic TOE Element entry.) The **TOE**, **Element ID**, **Element Name**, and **Mission** columns are view-only and cannot be edited.

> ***Note:*** *The element links to the selected collective task made here will appear on the* ***Elements/Frequency*** *tab described in section 5.3.2.21.*

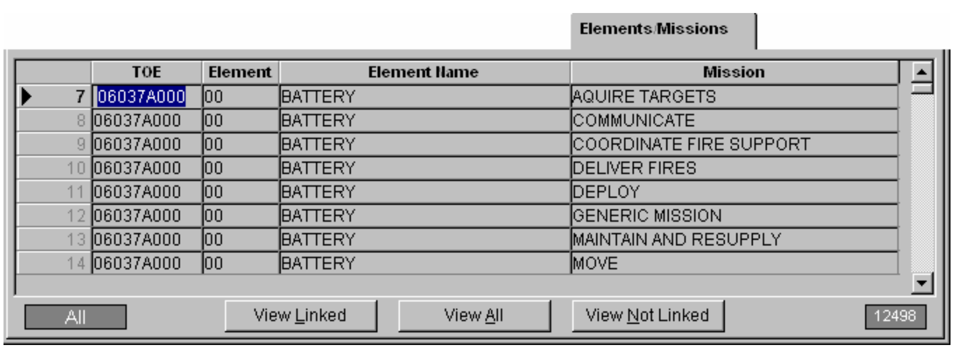


Figure 5-81: Elements/Missions Tab

To link one or more Elements/Missions, click the **View All** button for the picklist of Elements/Missions; then double-click the **Element/Mission** row to link it to the Collective Task. If the Elements/Missions are not available in the picklist, add it at the grid list at the Elements/Missions table under the **Collective** section of the **Support** Module of the Power Panel to make the choice available here. Section 9.4.1.3 provides information on how to use picklist tabs.

5.3.2.21 Elements/Frequency Tab

This **Elements/Frequency** tab (Figure 5-82) is a **picklist** tab that allows the user to set the frequency for every element linked to the selected task. The element links previously made at the **Elements/Missions** tab are listed here.

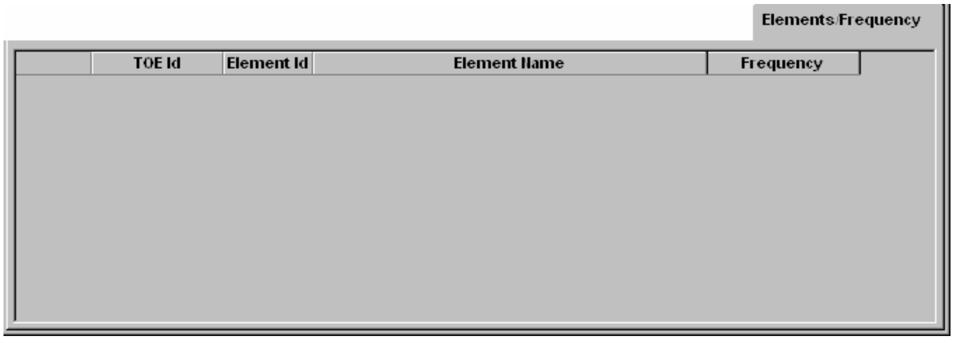


Figure 5-82: Elements/Frequency Tab

The only editable column on this tab is the **Frequency** column. The Frequency can be selected from the drop-down list box.

The following columns appear on this tab:

Field	Description
TOE Id	The TOE identification number.
Element Id	The TOE paragraph ID of the Element.
Element Name	The name of the Element.
Frequency	The frequency in which the task should be trained during the periods of the year for proficiency by an Element.

5.3.2.22 AUTL Tab

The **AUTL** tab (Figure 5-83) is a **picklist** tab that allows the user to link an AUTL (Army Universal Task List) to the current Collective task, at the task level. AUTL tasks are a hierarchical listing of strategic operational and tactical level war functions. The AUTL will serve as the Army's tactical level tasks of the Universal Joint Task List. The **AUTL ID** and **Name** are view-only fields. The **Primary?** field allows you to select (*Yes*/*No*) if this is the first (main) reference for the collective task.

Note: *You can only identify one record on the tab as primary.*

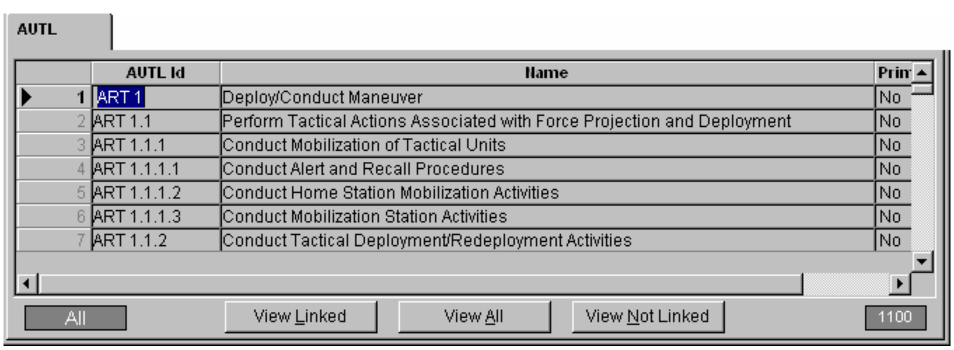


Figure 5-83: AUTL Tab

Click on the **View All** or **View Not Linked** button to display a filter screen for AUTL.

5.3.2.23 Category Items Tab

The **Category Items** tab (Figure 5-84) is a **picklist** tab that allows the user to link **Categories** and **Category Items** to the current Collective task, at the task level. Refer to section 9.4.1.3 for details.

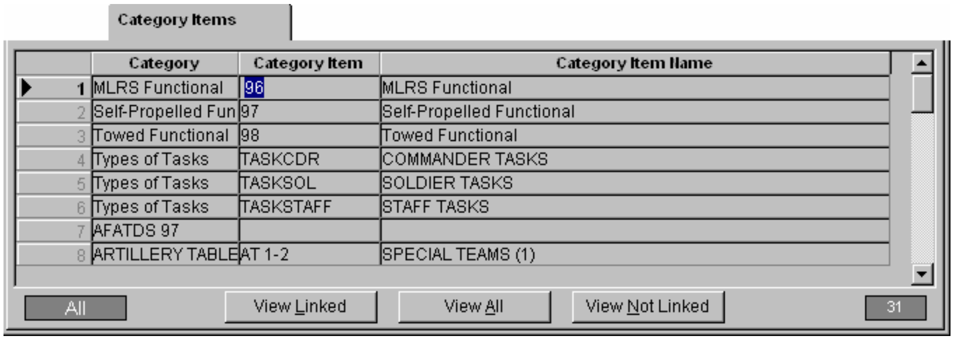


Figure 5-84: Categories Tab

5.3.2.24 Supporting Products Tab

This **Supporting Products** tab (Figure 5-85) is a **picklist** tab that allows the user to link Supporting Products to the current Collective task, at the task level. It is recommended not to link at the task level, but at the step level of the task in the **Outliner**. Refer to section 9.4.1.3 for details on picklist tabs.

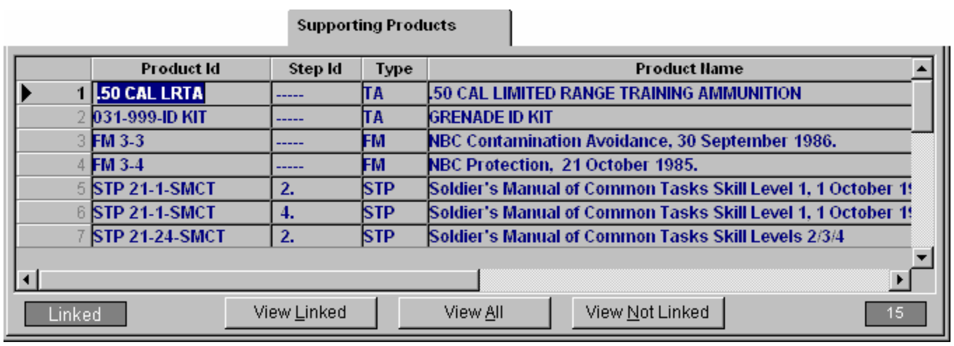


Figure 5-85: Supporting Products Tab

> ***Note:*** *The* ***Step ID*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Each connection between a Collective task and a Supporting Product allows the user to enter information into the **Required** and **Product/Source Information** fields. The **Required** field indicates whether the product is required for task performance. The default is *No*. The **Product/Source Information** field can be used to list paragraph numbers, page numbers, ISBN, type of civilian source (e.g., book, magazine, etc), title of article, and an Army Source for any civilian references including a complete mailing address. The linked supporting products will appear in the *References* section of the current product.

The following columns appear on this tab:

Field	Description
Primary?	Indicate (*Yes*/*No*) if this is the first (main) reference for the collective task. You can only identify one record on the tab as primary.
Required?	Indicate if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Is Ref?	Indicate (*Yes*/*No*.) if the product is a reference for this particular task.
Product/Source	Enter the product/source information (e.g., paragraph number, ISBN, civilian source etc.)

5.3.2.25 Considerations/Notes Tab

When the **Considerations/Notes** tab is clicked, four additional tab folders are revealed for linking text data to the current Collective task, at the task level. They are:

- **Environmental**
- **Safety**
- **Standard Degradation**
- **Remarks**

These are all **block** tabs. Refer to section 9.4.1.2 for instructions on using **block** tabs.

5.3.2.26 Doctrine Tab

The **Doctrine** tab (Figure 5-86) is an **insert** tab that allows the user to link tasks to approved Field Manuals created via the **Doctrine** Module.

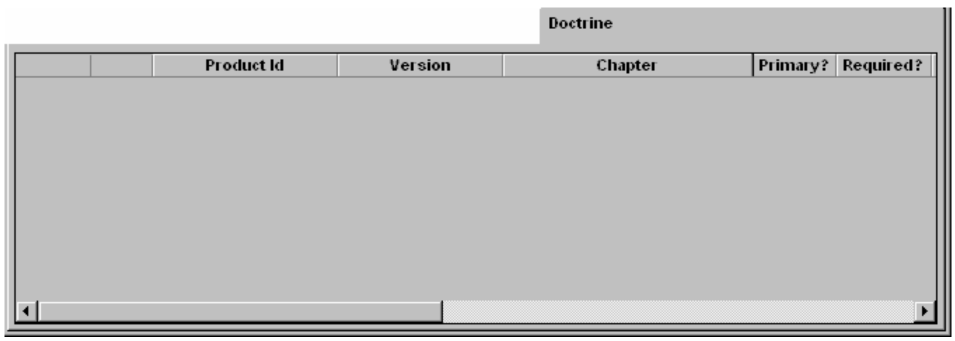


Figure 5-86: Doctrine Tab

Use the following procedures to create Doctrine links:

> ***Note:*** *The Doctrine Link feature requires that Microsoft Internet Explorer 4.0x (IE 4.0x) be installed on each ASAT user's computer.*

1. Select the **Insert Record** toolbar button  or choose the **Insert Record** option from the **Data** menu. The *Doctrine Browse/Link* window appears providing a list of approved FMs, filtered by proponent, which are currently in the ASAT database.

   > ***Note:*** *Refer to section 4.6, Edit Menu - Create Links, for additional information on the Doctrine Browse/Link window.*

2. After selecting the desired FM, chapter, or text; click on the **Make Link** button at the *Doctrine Browse/Link* window to link the data. The linked data appears on the tab.
3. Click on the **Data** menu and choose the **Save** option or click the **Save** toolbar button to save the linked data.
4. Repeat the previous steps to link additional Doctrine data.

To delete a record link, place the cursor on the row and select the **Data** menu and choose the **Delete Record** option or choose the **Delete Record** toolbar button.

To edit a record link, place the cursor on the row and double-click the **View** button or right-click the mouse button and choose **Edit Link**. The *Doctrine Browse/Link* window displays the linked area of the document allowing you to choose a different link.

The following columns appear on this tab:

Field	Description
Product ID	Displays the product number.
Version	Displays the latest change (version) of the product.
Chapter	Displays the product chapter name.
Primary?	Indicates (*Yes*/*No*) if this is the first (main) reference for the task.

Field	Description
Required?	Indicates if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Is Ref?	Indicates if the product is a reference for this particular task.
Linked Text	Displays the selected document text.

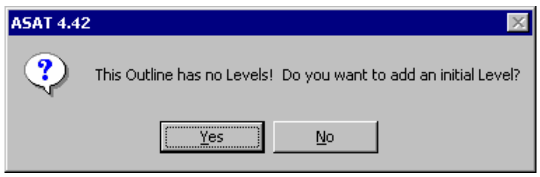
5.3.3 Create/Edit Collective Task Steps Using the Outliner

The **Outline Editor** is the tool used to perform word-processing type development work in ASAT for collective task steps. It provides a method for easily rearranging information while maintaining a hierarchical outline format and paragraph numbering system; and it provides for links of related data to any paragraph step.

See section 9.5 for a detailed explanation of how to use the Outliner.

The following explanation provides the procedures for building the steps for a new collective task:

While on the tab folder window of a collective task, click the **Outliner** button on the toolbar. Because the new task has no steps, the following *Retrieve Error* window will appear. Click **Yes** to proceed.



The following window (Figure 5-87) will appear showing a dotted line edit-box for the text of step one. Initially the edit-box will be empty, allowing you to start typing the step text. The edit-box will word-wrap automatically.

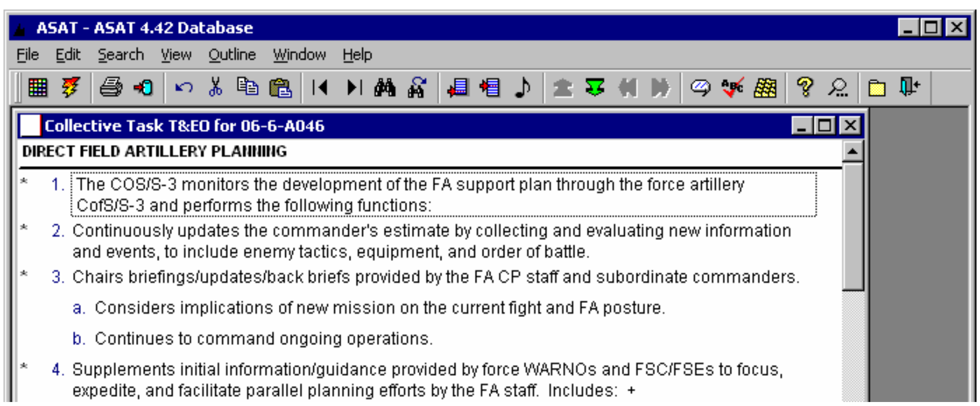


Figure 5-87: Example 1

Notice on the toolbar the following seven buttons:

These buttons are used to build the steps of a collective task and are explained below:

The steps of a collective task are built in an outline structure of four levels as follows:

1.
   a.
      (1)
         (a)

Clicking the **Add a New Level** toolbar button will add a new level at the end of the level where you are focused. For example: if you are focused on step 1, it will add an edit-box for step 2, shown in Figure 5-88. If you have steps 1 and 2 and are focused on step 1, it will add step 3 at the bottom. If you are focused on step level 1a, it will add an edit-box for step level 1b. If you have step levels 1a and 1b and are focused on 1a, it will add 1c.

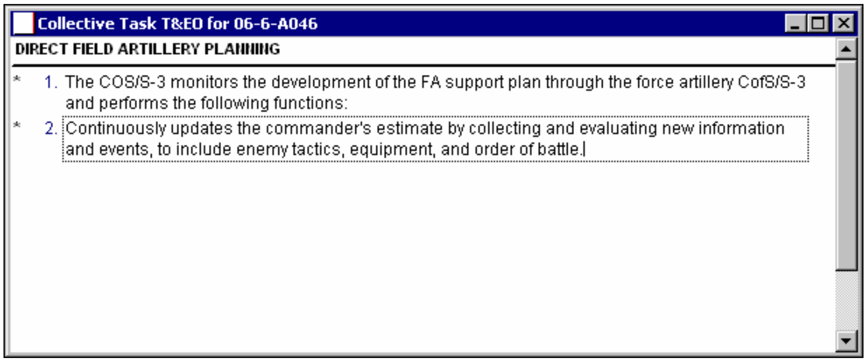


Figure 5-88: Example 2

One development strategy is to develop the major steps first. Keep using the **Add a New Level** toolbar button  until all of the major steps are created as shown in Figure 5-89.

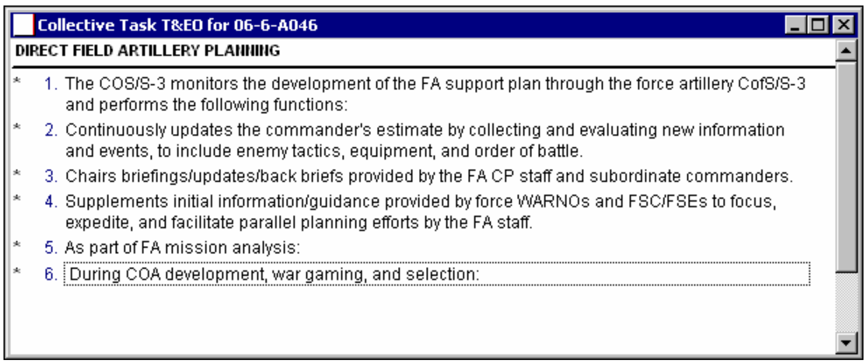
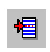


Figure 5-89: Example 3

Clicking the **Insert a New Level** toolbar button  allows you to insert an additional major step. Using the previous example, to insert a new paragraph 2, click on paragraph 2 to focus and click the **Insert a New Level** button. A new paragraph 2 edit-box appears for you to enter the text; and the previous major steps are automatically renumbered, as shown in Figure 5-90:

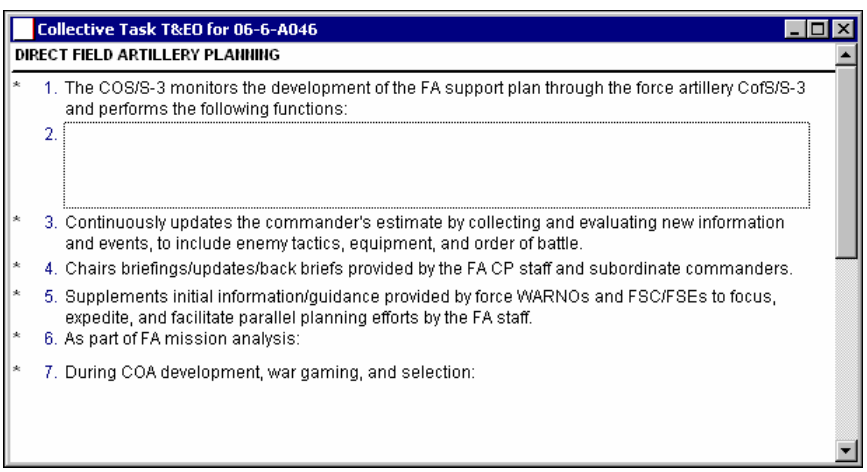


Figure 5-90: Example 4

Clicking the **Add a Note to Current Level** toolbar button allows the attachment of a note to a step level as shown in Figure 5-91. For example, click major step 2 for focus, click the **Add a Note to Current Level** toolbar button and enter the note text in the edit-box. The edit box is completely blank; therefore, that note form must be structured in the edit-box; (i.e., Note, Warning, Danger, etc.)

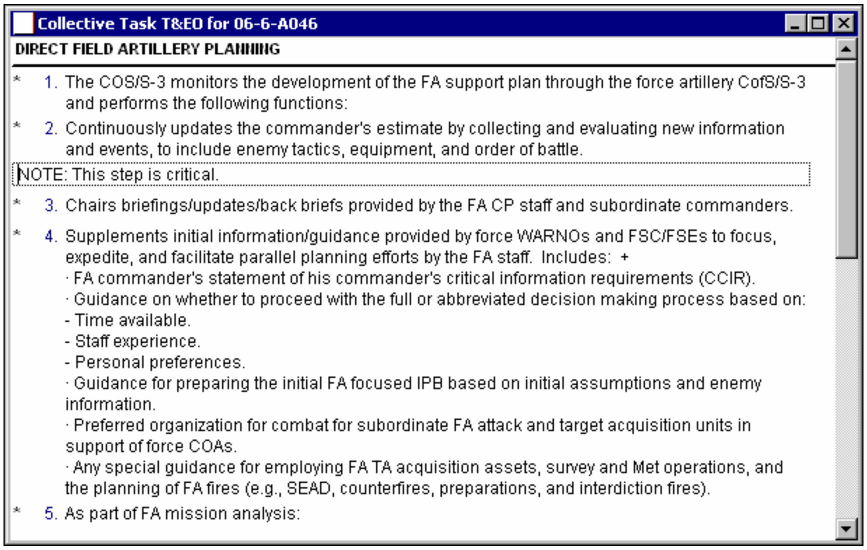


Figure 5-91: Example 5

The large green arrow buttons are used to move the steps.

The **Move Up** button moves the selected step up one level.

The **Move Down** button moves the selected step down one level.

The **Promote** button moves the selected step up in the focused level.

The **Demote** button moves the selected step down in the focused level.

For the previous example, to switch steps 3 and 4, click on step 4, and click the **Move Up** button. The text of step 6 will be moved to step 3, and the text of step 3 will move to step 4. The result is shown in Figure 5-92:

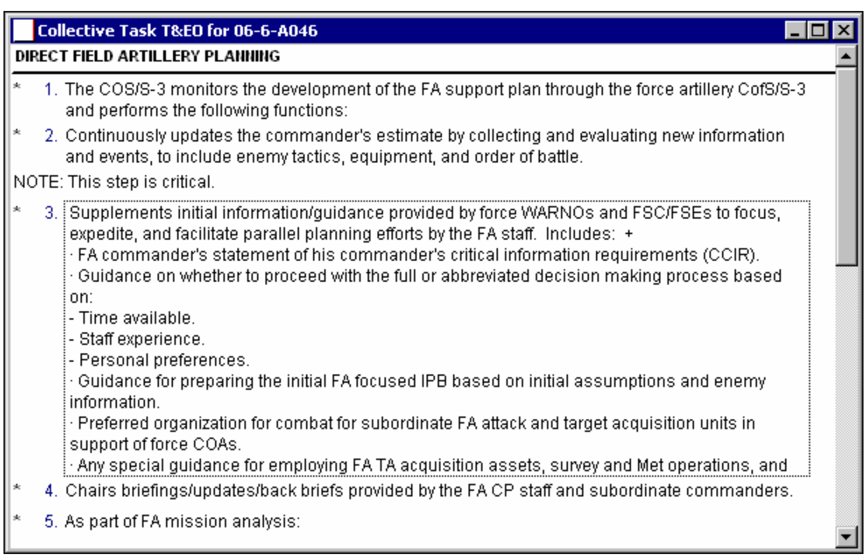


Figure 5-92: Example 6

Once the major steps are built, the lower-level steps can be created. For example, click on step 3 to focus, click **Outline** from the menu bar, and then click **Add Child**. This opens up 3a in the outline. To add 3b, etc. use the **Add a New Level** toolbar button , while focused on 3a (see Figure 5-93):

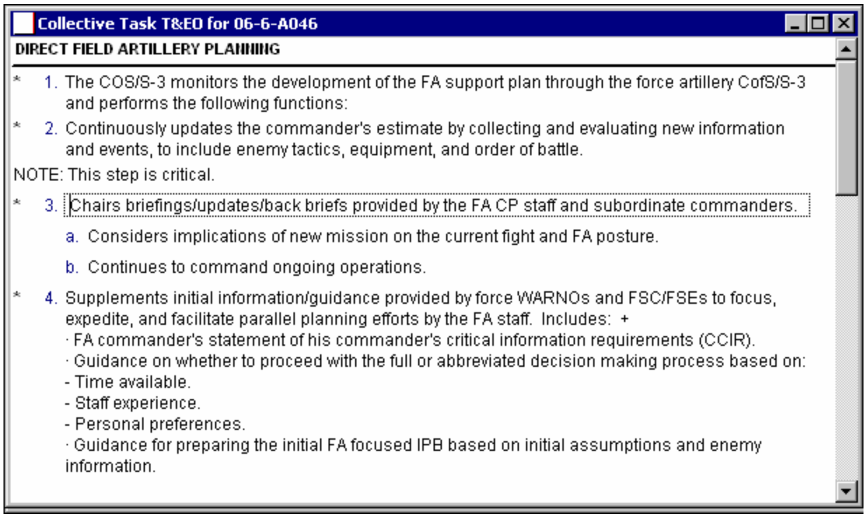


Figure 5-93: Example 7

Continue to use these seven buttons to build all the steps.

5.3.4 Create/Edit Collective Task Steps Related Data Using the Tab Folders

The **Collective Task Step** tab folders are reached by single-clicking on a step level paragraph in the Outliner and then clicking on the **Related Data** button on the toolbar. In Figure 5-94, step 2 is the focus.

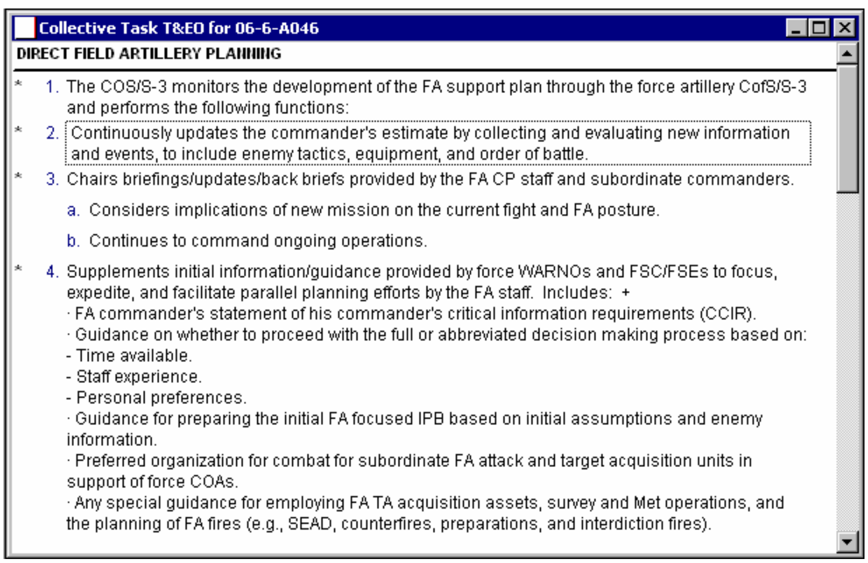


Figure 5-94: Example 8

The title bar in the following example contains the Paragraph Step Level ID (2.) and the Collective Task Number. The header of this window contains the paragraph level text for the selected step level.

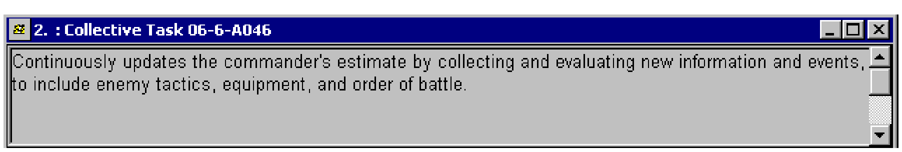


Figure 5-95: Supporting Products Tab Window Header

The information associated with each of the nine tabs showing is linked to the task and selected step identified in the header (see Figure 5-96):

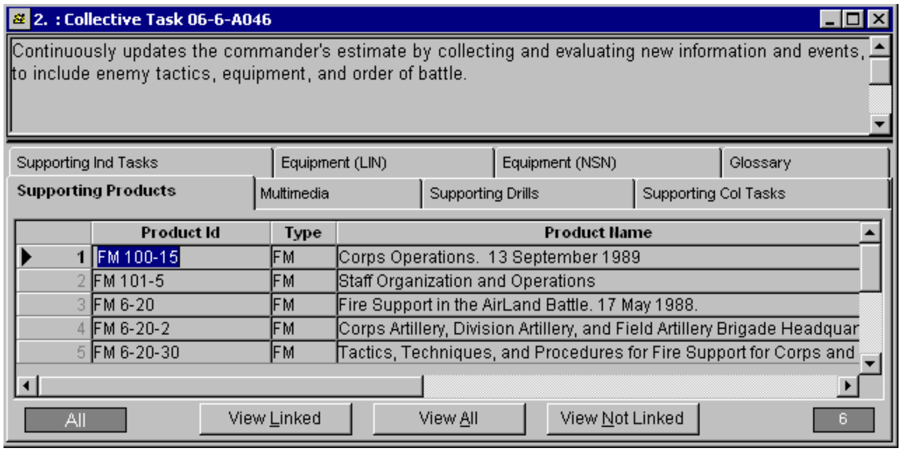


Figure 5-96: Collective Task Outliner Tab Folder

The tab selections are described in the following sections.

5.3.4.1 Supporting Products Tab

The **Supporting Products** tab (Figure 5-96) is a **picklist** tab that allows the user to connect Supporting Products to the current Collective task, at the step level.

> ***Special Note:*** *When first used, the* ***View All*** *and* ***View Not Linked*** *buttons function a little differently than at the task level on this screen. When the* ***View All*** *or* ***View Not Linked*** *button is clicked, a products filter screen does not display if links have previously been made at the task or step level. Instead, a pre-filtered list consisting of all supporting products currently linked at the task level and the step level displays. The assumption is that you have previously linked supporting products at the task level during your initial task development effort and are now linking those supporting products to specific steps. If the list is insufficient, you can select menu option* ***View\Filter by… Linked Data*** *to access the filter screen and specify the selection of additional records while on the* ***View All*** *or* ***View Not Linked*** *window.*

Each connection between a Collective task and a Supporting Product allows the user to enter information into the **Required** and **Product/Source Information** fields. The **Required** field indicates whether the product is required for task performance. The default is *No*. The **Product/Source Information** field can be used to list paragraph numbers, page numbers, ISBN, type of civilian source (e.g., book, magazine, etc), title of article, and an Army Source for any civilian references including a complete mailing address. The linked supporting products will appear in the *References* section of the current product.

The following columns appear on this tab:

Field	**Description**
Product ID	The identification number of the product.
Type	The type of product, for example a Field Manual (FM).
Product Name	The name of the product.
Primary?	Indicate (*Yes*/*No*) if this is the first (main) reference for the collective task. You can only identify one record on the tab as primary.
Required?	Indicate if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Is Ref?	Indicate if the product is a reference for this particular task (*Yes* or *No*.)
Product/Source	Enter the product/source information (e.g., paragraph number, ISBN, civilian source, etc.)

5.3.4.2 Multimedia Tab

The **Multimedia** tab (Figure 5-97) is a **picklist** tab that contains a list of multimedia objects such as graphics, video, and audio linked at the step level. Refer to section 7.2 for a more detailed explanation of Multimedia. Refer to section 9.4.1.3 for an explanation of how to link and unlink multimedia.

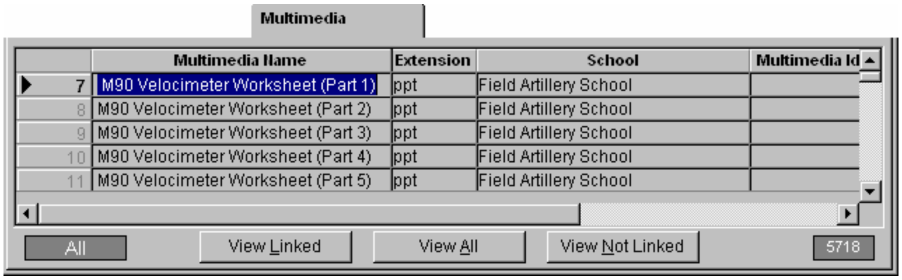


Figure 5-97: Multimedia Tab

The title bar contains the Paragraph Step Level ID (1.) and the Collective Task Number. The header of this window contains the paragraph level text for the selected step level.

> ***Special Note:*** *See the special note under section 5.3.4.1, Supporting Products, as this also applies for the multimedia data listed on this tab.*

Graphics may be displayed by right-clicking on the desired row. If the graphic is found, it will be displayed in a window of its own.

Graphics file types listed below will be displayed automatically in ASAT RTF documents when viewed using MS Word. (***Note:*** all the graphic files listed may not be applicable to ASAT.)

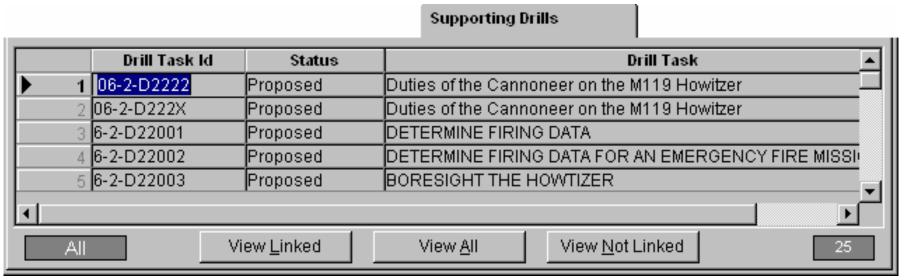
AutoCAD Format 2-D (.dxf) file
Computer Graphics Metafile (.cgm) file
CorelDraw (.cdr) file
Encapsulated PostScript (.eps) file
Enhanced Metafile (.emf)
Graphics Interchange Format (.gif) file
JPEG File Interchange Format (.jpg) file
Kodak Photo CD (.pcd) file
Macintosh PICT (.pct) file
Micrografx Designer/Draw (.drw) file
PC Paintbrush (.pcx) file
Portable Network Graphics (.png) file
Tagged Image File Format (.tif) file
Targa (.tga) file
Windows Bitmap (.bmp, .rle, .dib) file
Windows Metafile (.wmf)
WordPerfect Graphics (.wpg) file

Any other Multimedia Files in the ASAT RTF document will be identified with the message, "Multimedia attached! Click here then press F9." When F9 is pressed, a multimedia icon or a representation of the multimedia object will be displayed. To view, display, or play the multimedia object, double-click on the icon or representation or choose the **Data** menu, **View Multimedia** option. The system will attempt to call the associated application.

The **Task Multimedia ID** and **Name** fields for the linked media will turn white indicating that information can be entered or edited. Enter the figure number for a graphic in the **Task Multimedia ID** field. It will display centered under the graphic. Enter a graphic name, not to exceed 165 characters, in the **Task Multimedia Name** field. The name will display centered below the graphic and the **Task Multimedia ID**.

5.3.4.3 Supporting Drills Tab

The **Supporting Drill** tab (Figure 5-98) is a **picklist** tab that lists the supporting drill tasks linked at the collective task step level. Refer to section 9.4.1.3 for an explanation of how it operates; e.g., linking and unlinking drill tasks.



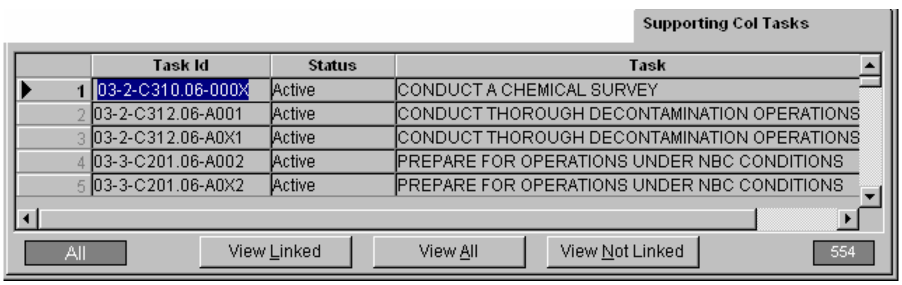
	Drill Task Id	Status	Drill Task
1	06-2-D2222	Proposed	Duties of the Cannoneer on the M119 Howitzer
2	06-2-D222X	Proposed	Duties of the Cannoneer on the M119 Howitzer
3	6-2-D22001	Proposed	DETERMINE FIRING DATA
4	6-2-D22002	Proposed	DETERMINE FIRING DATA FOR AN EMERGENCY FIRE MISSI
5	6-2-D22003	Proposed	BORESIGHT THE HOWTIZER

Figure 5-98: Supporting Drills Tab

Special Note: *See the special note under section 5.3.4.1, Supporting Products, as this also applies for the supporting drills data listed on this tab.*

5.3.4.4 Supporting Collective Tasks Tab

The **Supporting Collective Tasks** tab (Figure 5-99) is a **picklist** tab that lists the supporting collective tasks linked at the collective task step level. Refer to section 9.4.1.3 for an explanation of how it operates; e.g., linking and unlinking collective tasks.



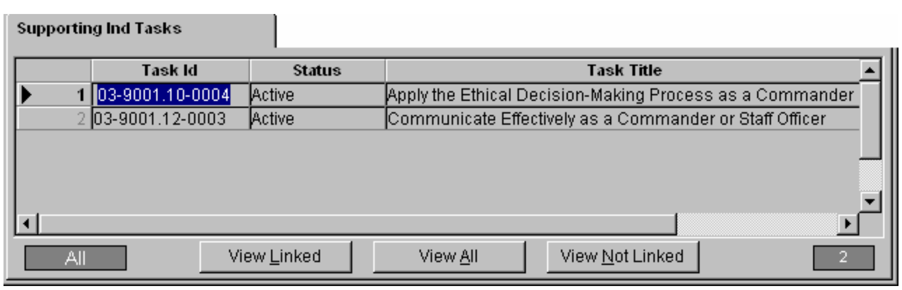
	Task Id	Status	Task
1	03-2-C310.06-000X	Active	CONDUCT A CHEMICAL SURVEY
2	03-2-C312.06-A001	Active	CONDUCT THOROUGH DECONTAMINATION OPERATIONS
3	03-2-C312.06-A0X1	Active	CONDUCT THOROUGH DECONTAMINATION OPERATIONS
4	03-3-C201.06-A002	Active	PREPARE FOR OPERATIONS UNDER NBC CONDITIONS
5	03-3-C201.06-A0X2	Active	PREPARE FOR OPERATIONS UNDER NBC CONDITIONS

Figure 5-99: Supporting Collective Tasks Tab

Special Note: *See the special note under section 5.3.4.1, Supporting Products, as this also applies for the supporting collective tasks data listed on this tab.*

5.3.4.5 Supporting Individual Tasks Tab

The **Supporting Individual Tasks** tab (Figure 5-100) is a **picklist** tab that lists the supporting individual tasks linked at the collective task step level. Refer to section 9.4.1.3 for an explanation of how it operates; e.g., linking and unlinking individual tasks.



	Task Id	Status	Task Title
1	03-9001.10-0004	Active	Apply the Ethical Decision-Making Process as a Commander
2	03-9001.12-0003	Active	Communicate Effectively as a Commander or Staff Officer

Figure 5-100: Supporting Individual Tasks Tab

Special Note: *See the special note under section 5.3.4.1, Supporting Products, as this also applies for the supporting individual tasks data listed on this tab.*

Field entry procedures for linked records are as follows:

1. Select *Yes* or *No* in the **Critical** field to indicate if the task is critical.
2. Click the **Attach** button in the **MOS/Skill Levels** column to access a *MOS Selection* window that allows selection of the MOS and skill level. This listing is populated with entries based on the MOS links made for this individual task (**Occupations** tab to **MOS Links** tab.)

5.3.4.6 Equipment (LIN) Tab

The **Equipment (LIN)** tab (Figure 5-101) is a **picklist** tab that displays the equipment in the TOE identified by LIN. This tab only allows the training developer to link a LIN to a collective task that is authorized in the Elements to which the collective task is already linked. If there are no Element-Mission links, then clicking the **View All** button will result in no records retrieved. If multiple Elements are linked then clicking the **View All** button will result in a list of equipment authorized to all the linked Elements. Refer to section 9.4.1.3 for an explanation of how it operates; e.g., linking and unlinking equipment.

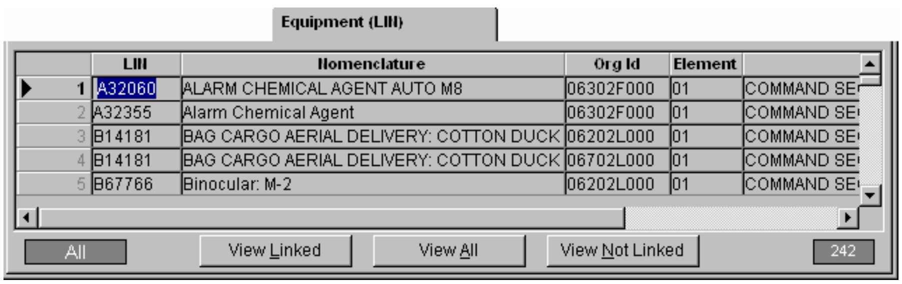


Figure 5-101: Equipment (LIN) Tab

Special Note: *See the special note under section 5.3.4.1, Supporting Products, as this also applies for the equipment (LIN) data listed on this tab.*

5.3.4.7 Equipment (NSN) Tab

The **Equipment (NSN)** tab (Figure 5-102) is a **picklist** tab that allows the user to link equipment to the current Collective Task Step.

Figure 5-102: Equipment (NSN) Tab

Special Note: *See the special note under section 5.3.4.1, Supporting Products, as this also applies for the equipment (NSN) data listed on this tab.*

NOTE: *If the equipment is not available in the list, any item may be added to the Equipment table by selecting the Equipment (Materiel Items) table in the* ***Support*** *Module and inserting the items of equipment. This information does not output to any standardized ASAT report. Therefore, Datamaster or Infomaker must be used to include this information in a report.*

5.3.4.8 Glossary Tab

The **Glossary** tab (Figure 5-103) is a **picklist** tab used to link one or many **Terms** (words or acronyms) to the selected **Task Step** in the header. Refer to section 9.4.1.3 for an explanation of how it operates.

> ***Note: Glossary Terms** linked at the Task Step level will be automatically included in the **Glossary** of any MTP which is linked to the respective task.*

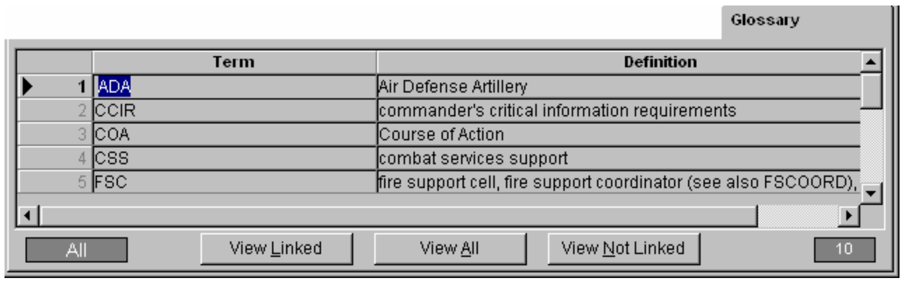


Figure 5-103: Glossary Tab

The following columns appear on this tab:

Field	Description
Term	Contains the word or acronym requiring definition.
Definition	Contains the explanation of the term.

- Additions or deletions to the **Glossary** picklist can be made through the **Support** Module using the **Glossary** selection in the **General** section.
- Click the **View Not Linked** button to display records linked only at the task level.

> ***Special Note:** See the special note under section 5.3.4.1, Supporting Products, as this also applies for the glossary data listed on this tab.*

5.3.4.9 Doctrine Tab

The **Doctrine** tab (Figure 5-104) is an **insert** tab that allows the user to link tasks to approved Field Manuals created via the **Doctrine** Module. Refer back to section 5.3.2.26 for details and procedures.

Figure 5-104: Doctrine Tab

5.4 Filtering Collective Tasks

It is recommended that the user review section 9.2 to understand the general concept of filtering and operations common to all filtering performed in ASAT before using the filter operation.

The assumption is that you have entered the *Specify Filtering Criteria for Collective Task* window or the *Specify Filtering Criteria for MTP or Drill Books* to find a specific task to review and/or edit; but you do not know the task number or title exactly. Otherwise, you would use the **Quick Access** capability to enter the task number for ASAT to go directly to the task tab folder window.

The next window after filtering will be a list of collective tasks or MTP/Drill products for you to pick the specific data you want to review and/or edit. Filtering allows you to search a limited list instead of having to search all the data in the database.

In the example that follows, each of the items listed on the *Specify Filtering Criteria for Collective Task* window is linked to one or more collective tasks; therefore, by filtering the database using one or more of these items, you can find the linked collective tasks.

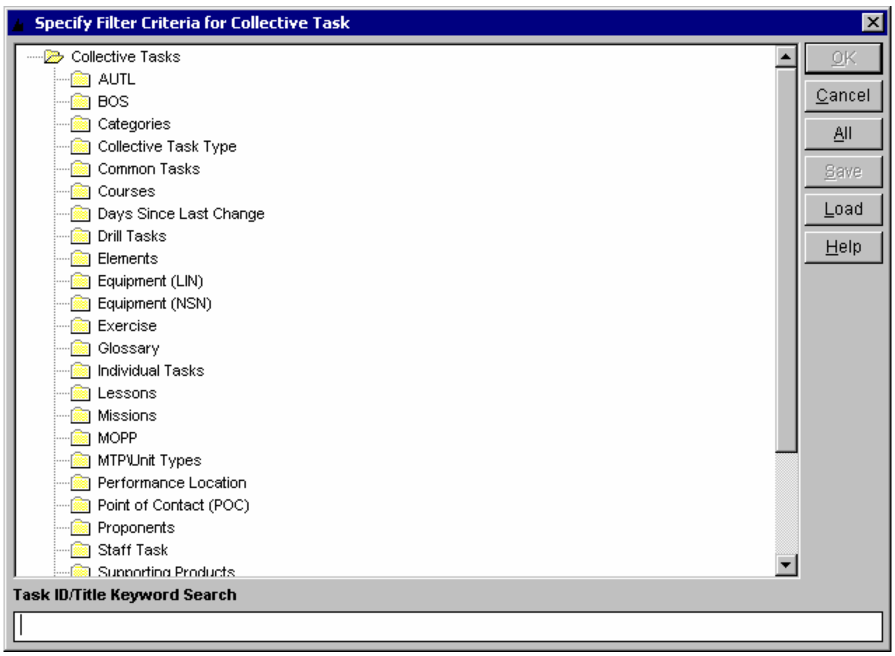


Figure 5-105: Collective Tasks Filter Screen (example 1)

Step 1: Double-click the file folder icon in front of the selected item, in the following example it is MTP/Unit Types.

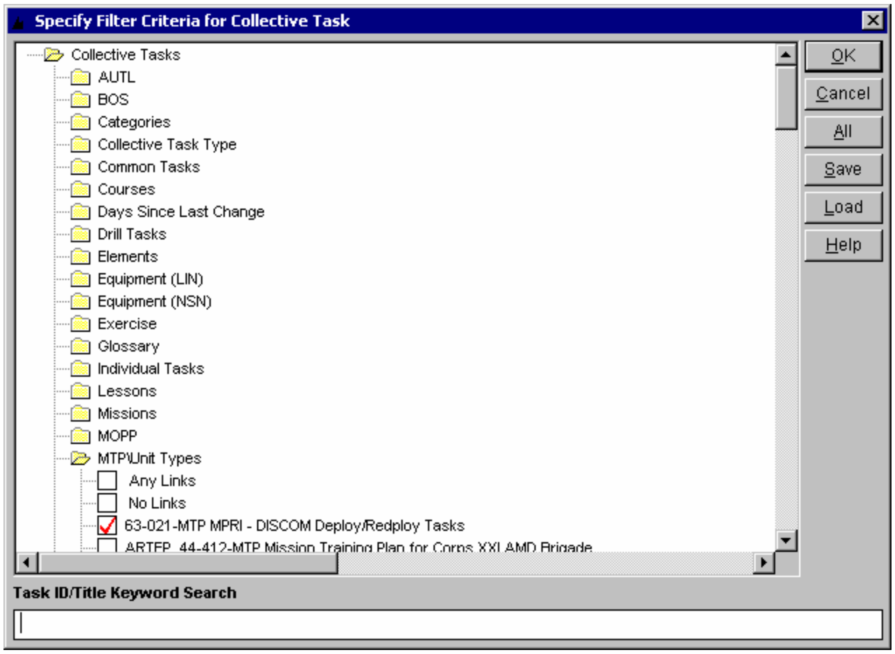


Figure 5-106: Collective Tasks Filter Screen (example 2)

As you can see in Figure 5-106, the folder opens up with a sublist of filter options.

Step 2: Click the square check-box in front of the filter option(s) desired to place a checkmark in one or more of the boxes. In Figure 5-106, under the MTP/Unit Types item, several options are available, and the 63-021-MTP has been selected, indicated with the checkmark.

In addition to allowing multiple filter options within an item, ASAT allows you to repeat steps 1 and 2 above to set multiple item filters. In Figure 5-107, you can see the expanded options for the six BOS.

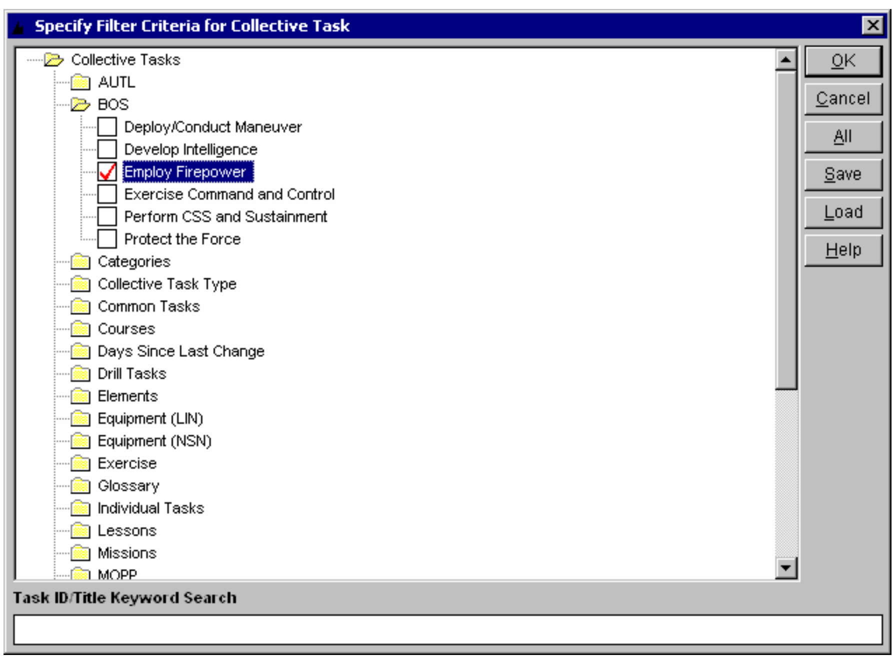


Figure 5-107: Collective Tasks Filter Screen (example 3)

- **Example:** The *Specify Filtering Criteria for Collective Task* window provides the capability to filter the collective task list by **Task Status** and by **BOS**. The selections shown will return a list of collective tasks which have both of the following characteristics: an Active status and linked to the Employ Firepower BOS.

- The options selected as filter criteria within an item (such as BOS) are always applied as OR criteria. A collective task record will be included in the list if it is linked to ANY of the selected item options.

- Filter criteria selected in multiple items are always applied as AND criteria. In the example shown, a collective task must be an Active status AND must be linked to either the Maneuver OR to the Fire Support BOS.

- A keyword search of the ID and the title of the database records are available at the bottom of the Filter Criteria screen. It is especially useful for searching task titles. To search, enter the desired text in the field and click the **OK** button. The keyword search can be used alone or in combination with the tree filter. It is not case sensitive. (See section 9.2 for a more extensive explanation.)

- The filter criteria items for Collective Tasks and MTP/Drill products are listed as follows with an explanation of each in terms of the resulting list of collective tasks:

<u>The Collective Task Filter shows tasks linked to the following categories:</u>

Filter	Description
AUTL	Selected Army Universal Task List.
BOS	Selected any of the tactical BOS of TRADOC.
Categories	Selected category-items created by ASAT users.
Collective Task Type	Selected types of joint, combined, unit, etc.
Common Tasks	Shows tasks identified as common or not common.
Courses	Selected formal courses.
Days Since Last Change	Shows Collective records that changed made during a specified time period.
Drill Tasks	Selected drill tasks.
Elements	Selected TOE elements.
Equipment (LIN)	Selected equipment (line item number) types.
Equipment (NSN)	Selected equipment (materiel items) types.
Exercise	Selected related exercises.
Glossary	Selected glossary terms.
Individual Tasks	Selected individual tasks.
Lessons	Shows selected related lessons.
Missions	Selected missions of MTP.
MOPP	Shows selected MOPP. Values are *Always*, *Sometimes*, or *Never*.
MTP / Unit Types	Selected MTP or Unit Types.
Performance Location	Selected location where task is normally trained.
Point of Contact	Selected persons as POC for task.
Proponents	Selected product functional area proponents.
Staff Task	Shows Staff Tasks identified as *Yes* or *No*.
Supporting Products	Selected products listed as supporting references.
Task Analyst	Selected person who is POC for analysis work of task.
Task Selection	Shows Task Selection choices.
Task Status	Selected status of *Active*, *Obsolete*, *Proposed*, *Inactive*, *Superseded*, or *Draft*.
Task Verbs	Selected first action word of task title.
User Groups	Selected ASAT user groups.

The MTP/Drill Filter shows tasks linked to the following categories:

Filter	Description
Category Items	Selected Category Items.
Collective Tasks	Selected Collective Tasks.
Days Since Last Change	Shows MTP/Drill records that changed made during a specified time period.
Drill Tasks	Selected Drill Tasks.
Glossary Terms	Selected term or acronym.
Missions	Selected missions of MTP.
Point of Contact (POC)	Selected persons as POC for task.
Product Proponents	Selected product functional area proponents.
Schools	Selected responsible training developers.
Status	Selected status of *Active*, *Obsolete*, *Proposed*, *Superseded*, *Inactive*, or *Draft*.
Supporting Products	Selected products listed as supporting references.
TOE	Selected units by TOE.
User Groups	Selected ASAT user groups.

- Once the filter criteria are set, the buttons on the right side of the window will execute. The buttons offer the following choices:

Button	Description
OK	Applies the currently selected filter criteria to the next collective task list window.
Cancel	Clears all currently selected filter criteria check-boxes; defaults to previous filter criteria; and retrieve collective tasks accordingly.
All	Retrieves all collective task records (unfiltered.)
Save	Saves all currently selected filter criteria and allows the naming of the filter for later use.
Load	Provides a list of previously saved filters and executes selected filter.
Help	View on-line help.

Note: *A* ***No Links*** *and* ***Any Links*** *filter option is available for every filter that corresponds with a linked tab. This allows you to quickly identify records that do or do not have specific types of linked data. The* ***Any Links*** *selection displays records for which a link has been made. The* ***No Links*** *selection displays records for which no links have been made.*

5.5 Managing Collective and Drill Tasks

The primary purpose of this option is to allow the manager of the task list to alter the **Status**, **Title**, **Approval**, and **Obsolete** date fields for a collective task or a drill task. The user can, however, select a collective task or a drill task and perform all operations described in section 5.3 for collective tasks, section 5.10 for MTPs/Drill Books, or section 5.11 for drill tasks.

5.5.1 Selecting Managing Collective/Drill Tasks

The **Manage Collective Tasks** or the **Manage Drill Tasks** options will only be available to those individuals with authorized access. Click **Collective** on the Power Panel and double-click either **Manage Collective Tasks** or **Manage Drill Tasks** as a choice under the **Development** section.

Note: *Refer to section 5.5.3 at the end of this section for Task Status Business Rules.*

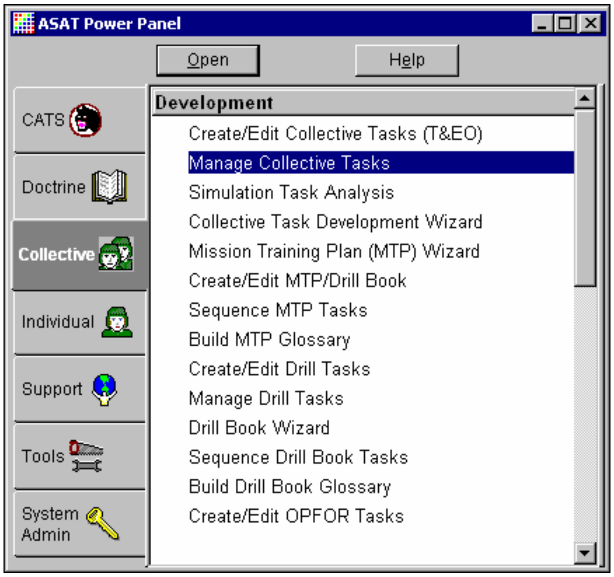


Figure 5-108: Power Panel – Manage Collective Tasks Option

Before the *Collective Task Maintenance* grid or the *Drill Task Maintenance* grid is populated with tasks, a filter window is first displayed to allow the user to limit the set of tasks displayed on the grid. Section 9.2 explains filters. The grid is then populated according to the selected filter.

Note: *The next series of windows and information describes the* ***Manage Collective Task*** *option, but work the same for the* ***Manage Drill Task*** *option. The only difference will be the title on the screen (Collective for collective tasks and Drill for drill tasks.)*

The *Manage Collective Task Maintenance* grid (Figure 5-109) is a **grid-detail** view of Collective Task data. The top half of the window is a grid of rows and columns of Collective Task data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the Collective Task focused on in the top half.

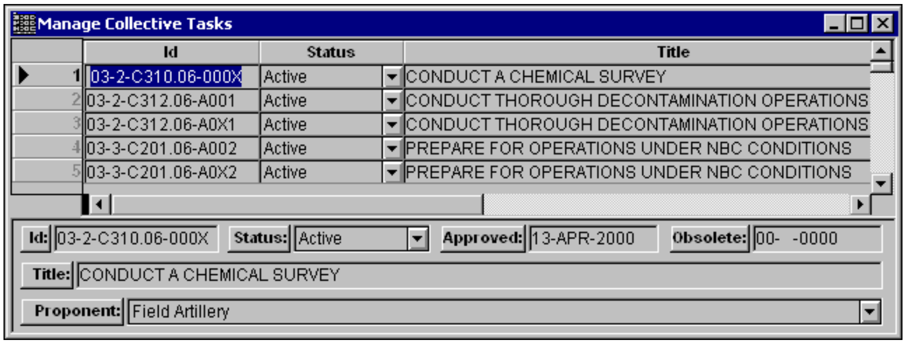


Figure 5-109: Manage Collective Tasks Grid

Note that only the **Task ID**, **Status**, **Task Title**, **Proponent**, **Approved**, and **Obsolete** date fields for each Collective Task fields are displayed on the grid.

5.5.2 Adding/Changing Collective/Drill Tasks

To add a new collective or drill task, select **Insert Record** from the **Data** menu or click on the **Insert Record** toolbar button . A window appears to select information for the new task as shown. The following example is for collective, but drill selection will produce the same window.

Figure 5-110: New Collective Task Entry Screen

Click on the first arrow button to select a proponent from the proponent table.

> ***Note:*** *You will not be allowed to staff or approve a task for a proponent selection other than your own. After selecting the proponent, click on the middle arrow to select an echelon from the echelon table. Next, in the space provided enter a four-digit number for the task. When entry is complete, click the* ***OK*** *button to process or click the* ***Cancel*** *button to exit without adding a new task. If a new task is added the entry will appear at the Manage Collective Tasks grid, shown previously. Information for the* ***Status****,* ***Task Title****, and* ***Date*** *fields can be entered at this point.*
>
> ***TIP:*** *Right-click the mouse over the* ***Date*** *field to choose the date from the ASAT calendar.*

There are two methods for changing data at the *Manage Collective* or *Manage Drill Task* screen shown in the following example (Figure 5-111) for Collective:

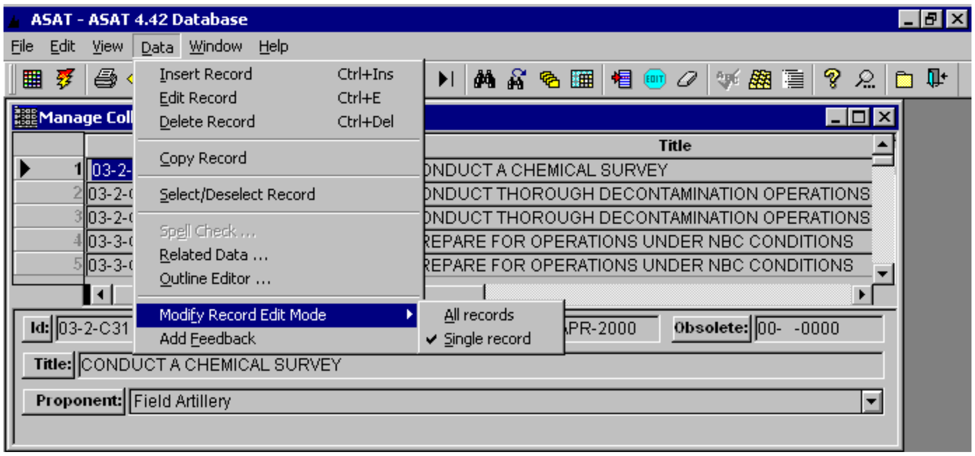


Figure 5-111: Changing Collective Tasks Window

- **Single Task Option**. Find and click on the single collective task you want to change. Click the word **Data** on the menu bar and then select the **Edit Record** option. This switches the selected collective task row to a white background indicating it can be edited.

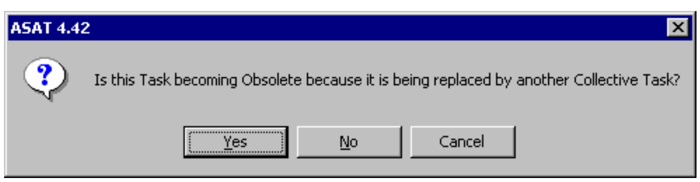
- **All Tasks Option**. Find and click on the single collective task you want to change. Click the word **Data** on the menu bar, then select the **Modify Record Edit Mode** option, and finally select the **All Records** option. This switches all collective task rows to a white background indicating they can be edited.

  Remember: *This is the only place in ASAT where the collective task number or the drill task number can be changed and only by persons with authorized access.*

To delete tasks choose the **Delete Record** option from the **Data** menu or click on the **Delete** toolbar button .

5.5.2.1 Changing Obsolete Tasks

If you make a task obsolete at the *Manage Task Maintenance* grid, and answer *Yes* at the prompt asking, "Is the task becoming obsolete because it is being replaced by another Collective Task?" the following window example appears:



This window displays a set of active collective tasks from which you can select a replacement for the obsolete task. Use the following procedures to select the replacement task:

1. Click on the task with which you want to replace the obsolete task.
2. Click the **OK** button. The new task selected will be used for task conversion purposes by SATS and RDL Data Repository.

5.5.3 Task Status Business Rules

The Status of a task determines what can and cannot be done to that task.

- ***Active*** tasks (A) are part of the critical task list for an MTP/Unit, Drill Book, or MOS/AOC.
- ***Proposed*** tasks (P) are tasks in various states of development and/or review and are never part of a critical task list or published.
- ***Draft*** tasks (D) are tasks that are currently being staffed. These are usually a Proposed task that is on its way to approval.
- ***Superseded*** tasks (S) are tasks that were once Active/Inactive, but have been modified and re-approved. The Superseded status allows for historical information to be retained on tasks.
- ***Obsolete*** tasks (O) are old active tasks that are no longer used by anyone. Obsolete task IDs cannot be reused for five years from the date they are made obsolete.
- ***Inactive*** tasks (I) are old active tasks that are no longer used by the active duty military, but might be used by National Guard/Reserve or foreign governments who use our older systems.

Active, Inactive, and Obsolete are mutually exclusive, in that the record may only have one of these statuses at a time. Only one Draft status can exist in a task family, but multiple Proposed and Superseded are allowed. In a single task family, you may have an Active and a couple Proposed, and a Draft and several Superseded at the same time. The functions that are limited by the status flag include adding, copying, and deleting tasks or changing the status of an existing task. Reports that are used to train or influence training include only Active tasks.

Obsolete tasks may be archived out of the working ASAT database. Archiving consists of copying all the tasks and related information to some off-line storage medium and deleting from the active system everything but the Task ID, Title, Approved, and Obsolete Dates. This allows some history on the Task ID and ensures that Task IDs cannot be reused for the appropriate period. Obsolete tasks can be deleted after that period (currently five years from Obsolete Date.)

The set of fields used in relation to the current status of a task are the **Task ID** and **Status** fields and the Approved and Obsolete Dates. The following table summarizes the interaction of the Task Status:

Action	Current Status	New Status	Result
Add a new task	-	P	All new tasks are Proposed.
Copy a task	All	P	All new tasks are Proposed. Target may be a base task or a derivative task.
Delete a task	Active	Obsolete	The task status becomes Obsolete; Obsolete date is set to the current date.
	Proposed, Draft, or Superseded	-	The task and all its related data are deleted after confirmation.
	Obsolete	-	An obsolete task can only be deleted after appropriate period of time has passed, currently five years from obsolete date.
	Inactive	Obsolete	The task status becomes Obsolete; Obsolete date is set to the current date.
Change the status of an existing task	Active	Obsolete	The **Obsolete Date** field is set to the current date.
	Active	Inactive	
	Draft	Proposed	
	Draft or Proposed	Active	If the task exists with an Approved status already, that task has its status changed to Superseded; the newly approved task has its **Approval Date** field set to the current date.

An **Active** task cannot be changed to a proposed status. If this is desired, copy the task and obsolete the original task.

A **Proposed** task cannot be changed to an obsolete status. Since a proposed task is not and has never been part of a critical task list, the Task ID can be reused, so the task can be deleted.

An **Obsolete** task can be copied to a proposed task, but its status may not be changed otherwise.

An **Inactive** task can either be copied to a proposed task or made obsolete; otherwise, its status may not be changed.

5.6 Sequencing Collective Tasks

The collective tasks in Chapter 5 of an MTP or the collective drill tasks can be sequenced through two menu selections at the **ASAT Power Panel**, described as follows.

5.6.1 Sequence Collective Tasks

Select **Collective** from the *ASAT Power Panel* (Figure 5-112) and double-click **Sequence MTP Tasks** under the **Development** option.

*Note: The **Sequence Drill Book Tasks** option has been disabled as of the ASAT 4.31 release.*

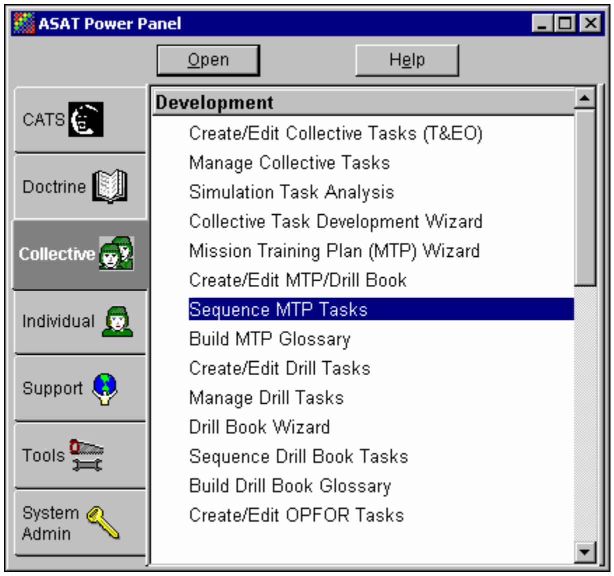


Figure 5-112: Power Panel – Sequence MTP Tasks Option

Either a window showing the available MTPs in the current database or a window showing the available drills in the current database is displayed depending on the choice at the ASAT Power Panel. In Figure 5-113, **Sequence MTP Tasks** was selected at the Power Panel.

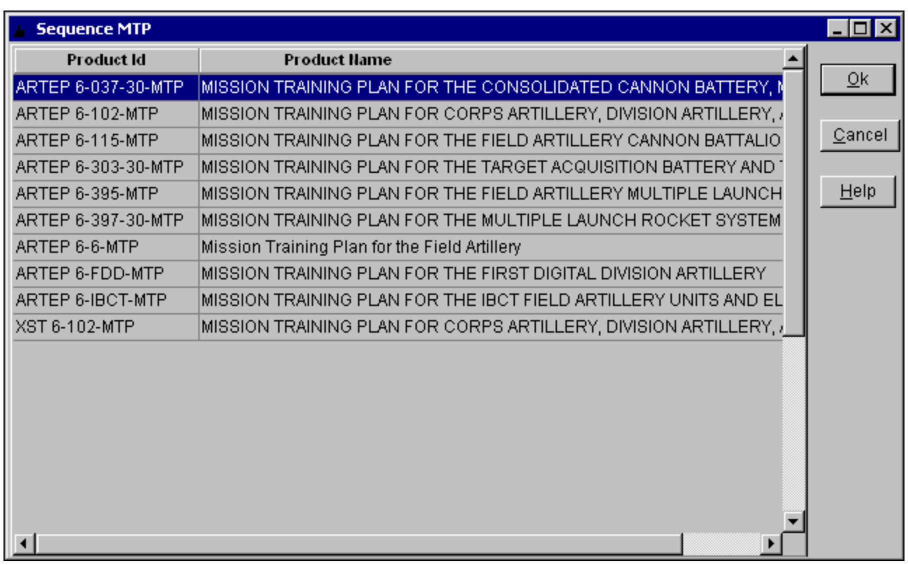


Figure 5-113: Sequence MTP

Choose the MTP (or the drill if at the *Sequence Drill* window) by selecting it with the mouse and clicking the **OK** button. Clicking the **Cancel** button closes the window without making any changes to the database, and returns to the Power Panel. Clicking the **Help** button displays the appropriate help topic.

When an MTP or Drill is selected, the window displays the collective tasks according to the related BOS, as shown in the following example:

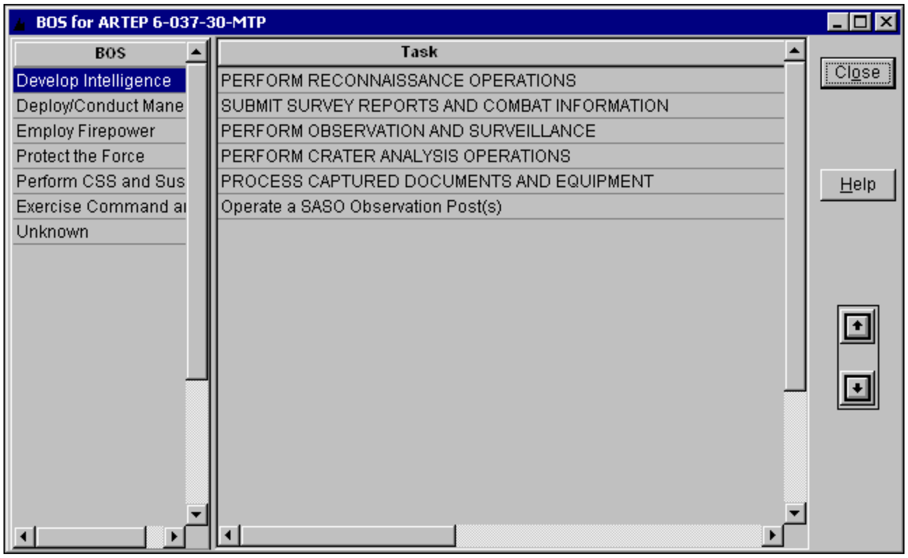


Figure 5-114: BOS for MTP

When a BOS is selected on the left, the corresponding collective tasks for the **Sequence MTP Task** selection or the corresponding drill tasks for the **Sequence Drill Task** selection are displayed on the right. The tasks can be reordered by dragging and dropping with the mouse the selected task to the desired position; or by selecting one or more tasks and moving them up or down by clicking the vertical **Up-Down** arrow buttons on the bottom right of the window.

Clicking the **OK** button closes the window and saves the new sequence information to the database. Clicking **Cancel** closes the window without making any changes to the database. Clicking **Help** displays the appropriate help topic. After clicking the **OK** button, an *ASAT Message* window appears stating that the sequence changes were saved to the database. The window returns to the Power Panel after you click **OK**.

5.7 Print Collective/Drill Data

From the ASAT Power Panel, **Collective** button, a number of Rich Text Format (RTF) reports are available that present the ASAT data in various layouts and styles which the user may view online or print to a designated printer. These RTF reports may be viewed, printed, and saved as RTF files. The RTF files can be manipulated with a word processor that recognizes the RTF file, such as Microsoft Word, and its contents can be used in the same manner as any other word processing document. Refer to the instructions for the word processor being used. See Appendix B for sample Collective reports.

5.7.1 Selecting Collective Reports

The reports are accessed from the Power Panel, **Collective** button, by clicking on the vertical scroll bar to move to the **Reports** section of the menu, and double-clicking on a report selection.

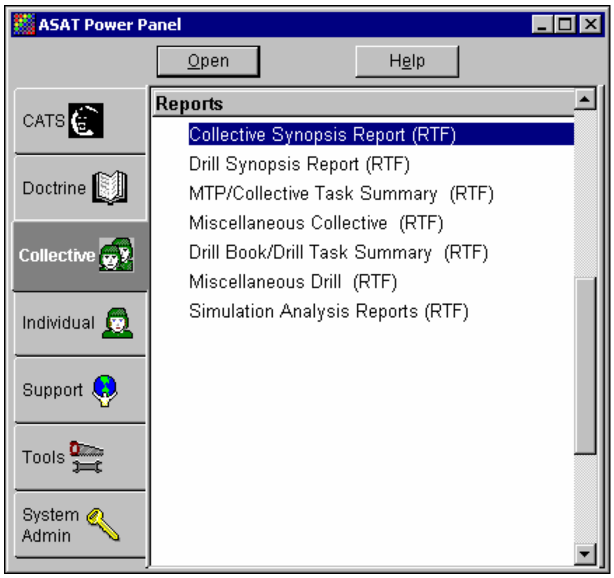


Figure 5-115: Power Panel – MTP/Collective Task Summary (RTF) Option

The following RTF report types can be selected from the Power Panel, **Collective** button:

Report	Description
Collective Synopsis Report	This function prints a summary of all selected linked data for a collective task record.
Drill Synopsis Report (RTF)	Prints a summary of all selected linked data for a drill task record.
MTP/Collective Task Summary (RTF)	Selected MTP, or one or more Collective Task summaries.
Miscellaneous Collective (RTF)	Provides choices for various MTP, Collective, BOS, and Individual Task reports.
Drill Book/Drill Task Summary (RTF)	Selected Drill Book, or one or more Drill Task summaries.
Miscellaneous Drill (RTF)	Selected Drill Task with associated individual tasks.
Simulation Analysis Report (RTF)	Currently under Review.

Once you convert a task summary from an ASAT database file to an RTF file, you cannot change it back to a database file. For example, you provide an RTF file of the task summary *Conduct Actions on Contact* to a subject matter expert. He completely rewrites the task summary, using a word processor and not ASAT, and improves it greatly. His changes **will not** appear in the ASAT database — unless you enter the task summary by typing it or using a cut-and-paste function. All changes should be done in ASAT before recreating the RTF file report. Therefore, it is advisable to convert a task summary to an RTF file for distribution *only if you are sure the task content is unlikely to change*.

5.7.2 RTF Printing Instructions

Every RTF report selected from the ASAT Power Panel requires that you specify the options for the report you want to create. Depending on the selection, one of the following print dialog screens will appear:

- **Synopsis Report Options** - for Collective Synopsis and Drill Synopsis report selections.
- **General Print Dialog** - for MTP/Collective Task Summary and Drill Book/Drill Task Summary selections.
- **MTP Selection Print Dialog** - for the Miscellaneous Collective selection.
- **Drill Selection Print Dialog** - for the Miscellaneous Drill selection.

5.7.2.1 Synopsis Report Screen

A *Synopsis Report* screen (Figure 5-116) appears when the **Collective Synopsis Report** or the **Drill Synopsis Report** options are selected from the Power Panel.

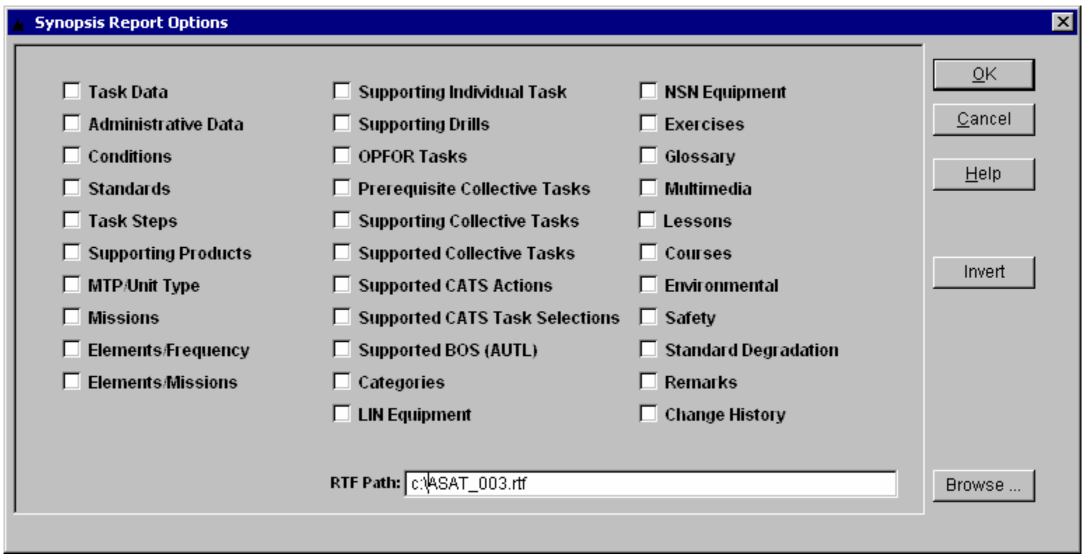


Figure 5-116: Synopsis Report Window

This function is used to print a report summarizing the related data for a specified record in ASAT. The related data for a record represents information that has been linked at the corresponding tab folder for the record.

> ***Note:*** *This option can also be selected from the* ***File*** *menu,* ***Print Synopsis*** *option while on the record's maintenance grid or tab folder.*

At this screen, click on the desired task or product's Related Data (linked data) choices that you wish to appear on the report and click the **OK** button to process the choices. A filter screen will display to further define and limit the data that will appear on the *Synopsis Selection* screen that follows. The *Synopsis Selection* screen is used to choose the task or product record for the report. Additional options on this window are as follows:

Button	Description
OK	Processes the current selections and brings up the *Synopsis Selection* screen.
Cancel	Clears all currently selected filter criteria check-boxes; and reverts back to the Power Panel.
Help	View online help for this window.
Invert	Reverses the current selections.
Browse	Allows you to choose the path for the report. The path for storing the RTF file is displayed at the bottom of the screen. The default is to store the file where ASAT is currently loaded on your PC. The **Browse** button allows you to change the path. You can change the name of the folder and/or the RTF report, but the report name must end with the RTF extension.

If **OK** is selected, a synopsis selection screen will appear, as shown in the following example (Figure 5-117):

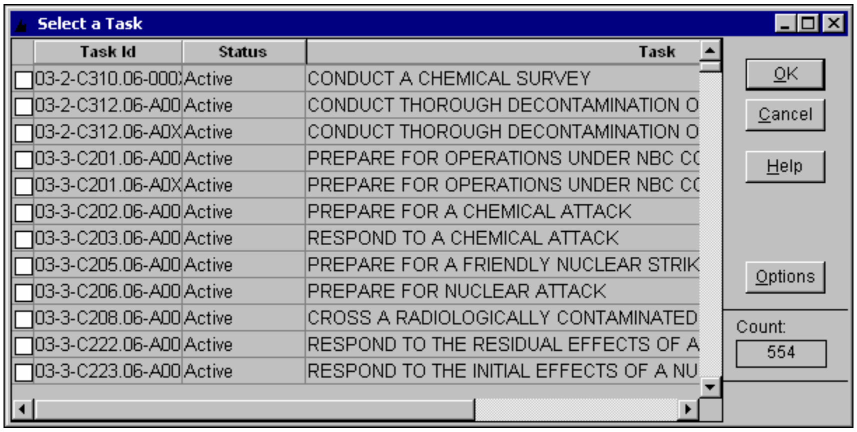


Figure 5-117: Example Selection Screen for Synopsis Report

This screen provides you with a list of task or product records to choose from to print the Synopsis report. Click on the check-box next to the record you want for the report. The buttons on the side of the screen function as follows:

The **OK** button processes the selections and builds the report.
The **Cancel** button allows you to exit and return to the Power Panel.
The **Help** button provides assistance for this window.
The **Options** button allows you to modify the options you have selected for this report.
The **Count** window indicates the number of tasks available for the selection.

5.7.2.2 General Print Dialog Screen

A *General Print Dialog* screen (Figure 5-118) will appear when the **MTP/Collective Task Summary (RTF)** and **Drill Book/Drill Task Summary** selections are made at the Power Panel.

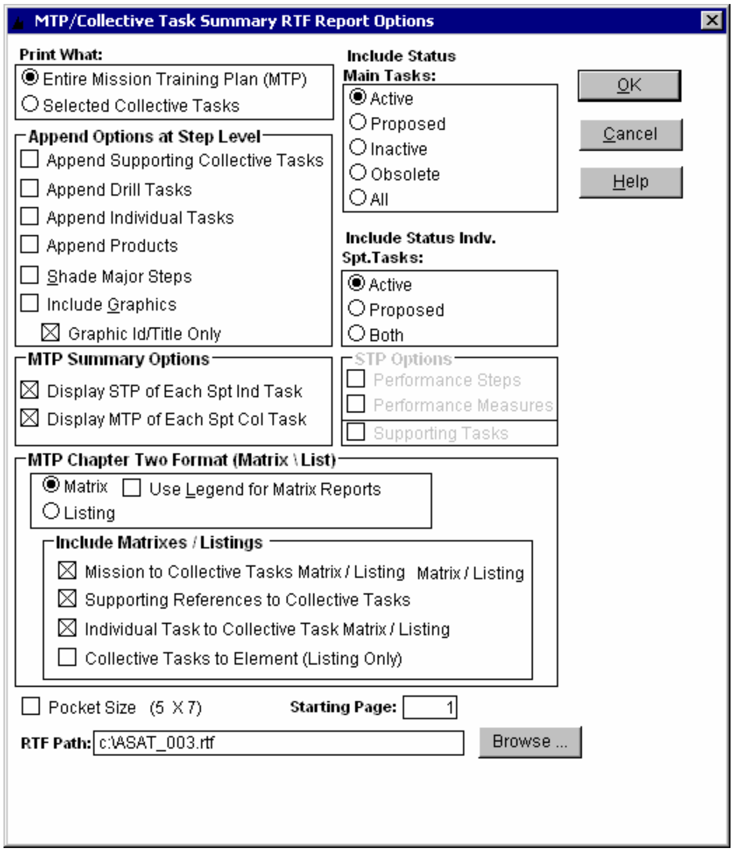


Figure 5-118: MTP/Collective Task Summary RTF Report Options

Some print setting options are required before you can proceed such as the **Print What** and **RTF Path** options. The others are all optional. The descriptions of the options on this screen are as follows:

Option	Description
Print What	There are two options in this box, which allow the user to create a product report (MTP or Drillbook) or a summary/synopsis report for a group of tasks that are selected. ***Required Selection***.
Append Options at Step Level	All options within this box pertain to the associated task at the Step Level.
Append Supporting Collective Tasks	This feature works where supporting collective tasks have been linked to the steps and performance measures of a task. For every step to which supporting collective tasks are linked, the supporting collective task ID(s) will be listed after the text of the step in parenthesis.
Append Drill Tasks	This feature works where drill tasks have been linked to the steps and performance measures of a task. For every step to which drill tasks are linked, the drill task ID(s) will be listed after the text of the step in parenthesis.
Append Individual Tasks	This feature works with Collective and Drill reports where supporting individual tasks have been linked to the steps and performance measures of a task. For every step to which supporting individual tasks are linked, the individual task ID(s) will be listed after the text of the step in parenthesis.
Append Products	This feature works where supporting products have been linked to the steps and performance measures of a task. For every step to which supporting products are linked, the product ID(s) will be listed after the text of the step in parenthesis.

Option	Description
Shade Major Steps	When this feature is checked, the major steps of a task summary will be printed in black on light gray vs. the black on white that all the other steps and performance measures are printed.
Include Graphics	This option will embed in the listing of each task any graphics that are linked to the task or its steps/performance measures. Graphics linked to the task are displayed en-masse immediately before the task summary portion of a task listing. Graphics linked at the step level are displayed immediately following the step or performance measure. The graphic includes the actual image (as specified by the **Graphic Path Name**) as well as the Figure Name and Figure ID. ***NOTE:*** *For each RTF report created there are two files, one file is for the RTF and the other file is for the media files that come from links to the multimedia table. If the user is giving the report to someone else, the user needs to provide both the RTF file and all the media files.*
Graphic ID /Title Only	Works in conjunction with the **Include Graphics** option. When both are selected, the graphic image will not be included in the report, but the Graphic Title and ID will be included as expected. This is an optional selection.
Summary Options	Options in this box pertain to the supporting tasks displayed at the end of the task summary.
Display STP of Each Supporting Individual Task	When selected, the Supporting Individual Tasks will be listed by Task ID, Task Title, and all STPs where this task can be found. If this option is not selected the Supporting Individual tasks are displayed by Task ID and Task Title only.
Display MTP of Each STP Collective Task	When selected, the Supporting Collective Tasks will be listed by Task ID, Task Title, and all MTPs where this task can be found. If this option is not selected the Supporting Collective tasks are displayed by Task ID and Task Title only.
Include Individual Supporting Tasks	Not applicable to MTP, Collective, or Drill Tasks.
MTP Chapter Two Format	This feature allows you to choose between printing an MTP Chapter 2 report in either a Matrix or a Listing format. The Matrix format produces more columns than the listing format. For the Matrix report selection, the user can also select to print the report with a legend for the column headings in the reports. This will provide you with 12 columns per page vs. four columns per page without legends.
Include Matrixes /Listings	Allows selection of the report type. The report will include either a Matrix or Listing format based on the selection made at the previous check-box.
Pocket Size	This feature is available for MTPs only. The pages condense to approximately 5-1/2 x 8-1/2", with "cut marks" at the top and bottom of each Section/T&EO.
Starting Page	When this feature is selected the user can specify the page number for the beginning of the report.
RTF Path	Specifies the file path of the resultant file for this report.
Include Status Main Tasks	The user can limit the tasks included in the report by the status of the tasks. This is a required selection. If no selection is made, the default is *Active*.
Include Status Individual Spt. Task	This selection is used to limit the display of individual supporting tasks for the entire MTP or for selected collective tasks by status type on the report. This is a required selection. If no selection is made, the default is *Active*.

Note: *In addition to these report options, an Appendix - Drill Tasks report can also be generated. Refer to the* ***Sections*** *tab in section 5.2.2.9 for instruction on creating this report.*

Once the print criterion is set, the buttons on the right side of the window will execute the choices. The buttons offer the following choices:

Button	Description
OK	Apply the currently selected filter criteria to the next collective task list window.
Cancel	Clears all currently selected filter criteria check-boxes; default to previous filter criteria; and retrieve collective tasks accordingly.
Help	View on-line help.
Browse	Allows you to choose the folder for the report.

When the print criteria is executed, if you clicked the box for **Entire Mission Training Plan (MTP)** under the **Print What** option, you will get a list of all MTPs in your database, shown as follows:

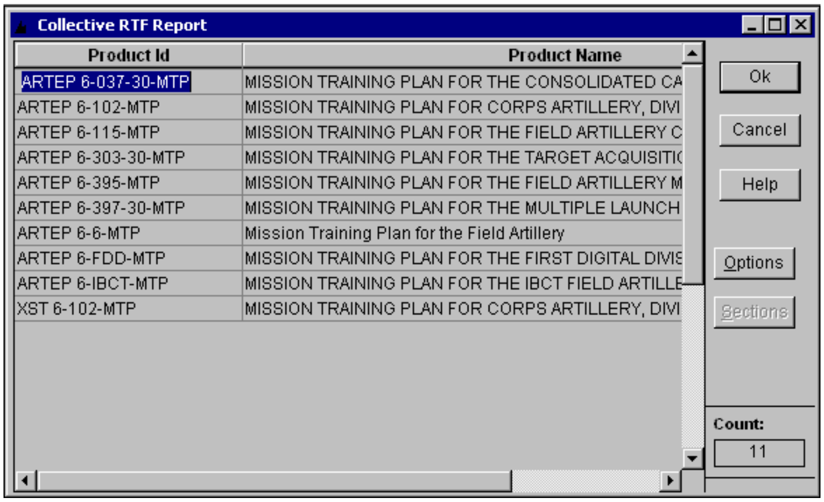


Figure 5-119: Collective RTF Report

This window provides you with a list of MTPs available to be printed. Highlight the MTP you want to print by clicking on it with your mouse.

> ***Note:*** *If your product does not appear on the list, check the product record to ensure that required links have been made.*

The buttons on the side of the screen work as follows:

Button	Description
OK	Processes the selections.
Cancel	Allows the user to exit without printing the report.
Help	View on-line help.
Options	Allows the user to modify the print options that have been selected for the report.
Count	Indicates the number of tasks that the application has processed for the selection.
Sections	Allows the user to select which sections of the product report will be included in the RTF file (see the following window example.) The *Sections* window (Figure 5-120) will automatically come up next if no sections have yet been selected.

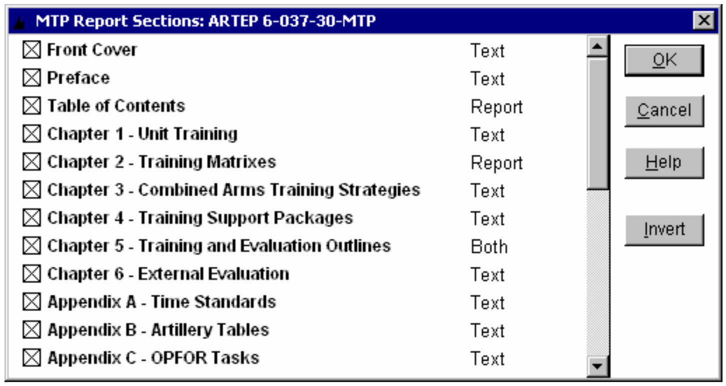


Figure 5-120: MTP Report Sections

This screen allows you to pick the sections of the MTP you want to print and store in the RTF file. By default, ASAT assumes that you want all the sections in the MTP. If you do not want a section, click the box beside that section and the checkmark or X will be removed. Click the **Invert** button (if available) as a toggle to remove or to select all sections. When the desired sections are identified, click the **OK** button to display a list of all collective tasks in the selected MTP.

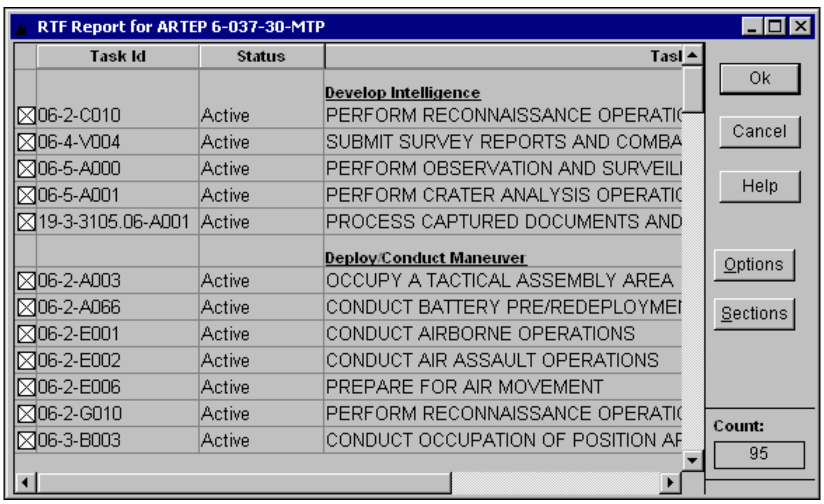


Figure 5-121: RTF Report MTP

By default, all task summaries will be printed. If you do not want a task summary to print, click the white box in front of it to remove the checkmark or X.

The buttons on the side of the window have the same function as those described previously for the Entire Mission Training Plan (MTP) print selection.

- When you have identified all of task summaries you want to print, click the **OK** button.
- ASAT will process the task summary report very quickly and display the message: RTF report completed. Click the **OK** button. If you previously clicked the print box on the *RTF Report Options* screen, the report will be printed.
- If the report failed to print, you will have to start from the beginning. The two most likely reasons for a task summary not to print are:
  - You do not have a word-processing program on your computer that can read RTF files. That will not be a problem with major word-processing software such as MS Word and WordPerfect.
  - The RTF path was incorrect. For example, if you typed in a folder on the *RTF Report Options* screen that does not exist on your computer, then your path was invalid and ASAT cannot create an RTF file.

Once you create an RTF file, you can also change it or print it using a word-processing program like MS Word. Before making any changes, be sure to read section 5.7.1. You can also save RTF files as document files in most word-processing programs. However, when MS Word converts an RTF file into a DOC file, it does not automatically delete the RTF file. You will need to check your hard drive periodically to delete RTF files that have become obsolete.

If you clicked the box for **Selected Collective Task**, under the **Print What** option on the *General Print Dialog* screen, you will get the *Specify Filter Criteria for Collective Task* screen (Figure 5-122):

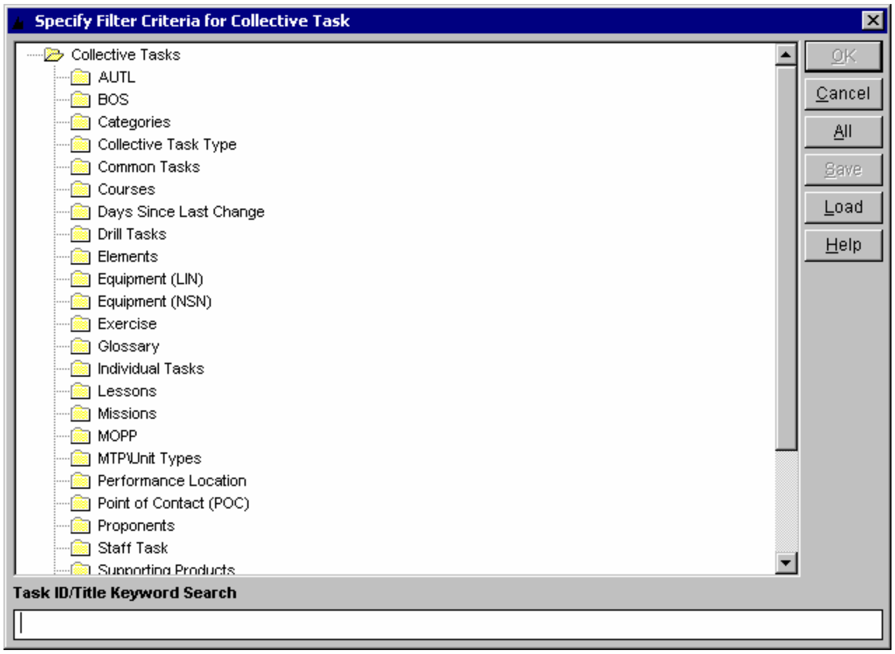


Figure 5-122: Collective Tasks Filter Screen

This screen provides you with several ways to select the task summaries you want to print.

- For example, if you wanted to print task summaries about the Petroleum Pipeline Company, then you could type the text "Petroleum Pipeline Company" into the **Task ID/Title Keyword Search** box at the bottom of the screen. The ASAT database would then give you a list of all tasks with Petroleum Pipeline in the title. Most of the time, however, you will use the MTP/Unit Type criteria to get a list of collective tasks from a specified MTP. If you double-click on the MTP/Unit Type folder, ASAT will provide you with a list of MTPs in your database. Click the one you want to filter by and click on the **OK** button. ASAT will then provide you with a list of all collective tasks that meet your filter criteria, as shown in Figure 5-123:

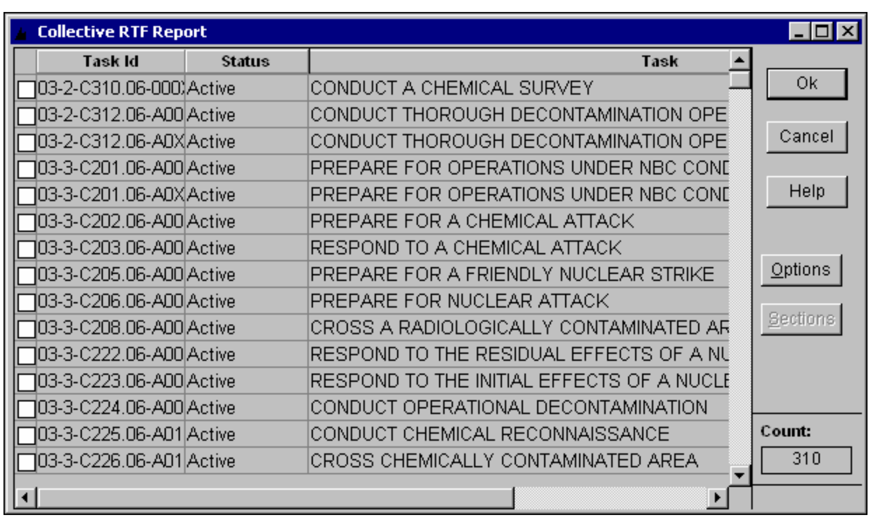


Figure 5-123: Collective RTF Report

Click the white box in front of each task you want to print. The **Cancel** button allows you to exit without printing a report. The **Help** button provides help for the active window. The **Options** button allows you to modify the print options you have selected for this report. The **Count** window indicates the number of tasks that the program has processed for the selection. Click the **OK** button to process the information.

- ASAT will process the task summary report and, once finished, display the message: RTF report completed. Click on the **OK** button. If you previously clicked the print-box on the *General Print Dialog* screen, the report will be printed.
- If the report failed to print, you will have to start from the beginning. The two most likely reasons for a task summary not to print are:
  - You do not have a word-processing application on your computer that can read RTF files. That will not be a problem with major word-processing software such as MS Word and WordPerfect.
  - The RTF path was incorrect. For example, if you typed in a folder on the *RTF Report Options* screen that does not exist on your computer, then your path was invalid and ASAT cannot create an RTF file.

Once you create an RTF file, you can also change it or print it using a word-processing application like MS Word. Before making any changes, be sure to read the boxed paragraph in section 5.7.1. You can also save RTF files as document files in most word-processing applications. However, when MS Word converts an RTF file into a DOC file, it does not automatically delete the RTF file. You will need to check your hard drive periodically to delete RTF files that have become obsolete.

5.7.2.3 MTP Selection Print Dialog Screen

If the **Miscellaneous Collective** report option is chosen at the Power Panel, the *Miscellaneous Collective RTF Report Options* screen (Figure 5-124) appears to make choices about the print setting.

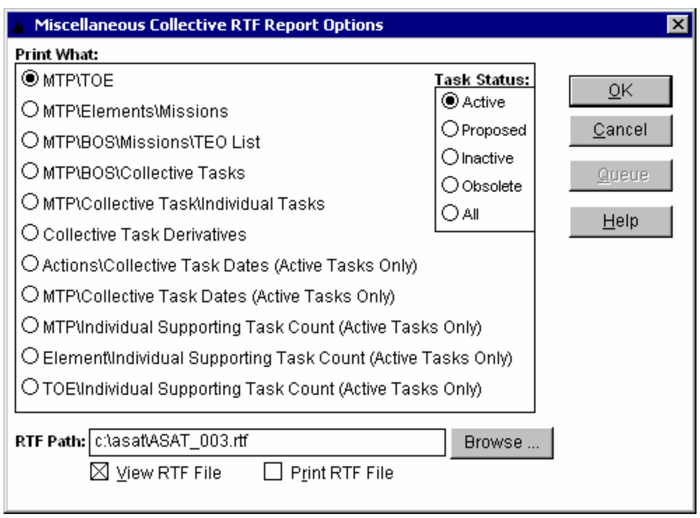


Figure 5-124: Miscellaneous Collective RTF Report Options

The selections are as follows:

Print What	Description
MTP / TOE	MTP and linked TOE(s).
MTP / Elements / Missions	MTP showing linked elements and missions.
MTP / BOS / Missions / TEO List	MTP/BOS with linked missions and collective tasks.
MTP / BOS / Collective Tasks	MTP listed by BOS with associated collective tasks.
MTP/Collective Task/Individual Task	MTP showing linked collective tasks and associated individual tasks.
Collective Task Derivatives	Derivative task(s) of selected task.
Actions / Collective Task Dates	Collective Task Gates linked to selected Actions. (Active tasks only.)
MTP / Collective Task Dates	Collective Tasks whose change dates are greater than the approval dates. (Active tasks only.)
MTP / Individual Supporting Task Count	Count of Individual Task supporting T&EO for the selected MTP. (Active tasks only.)

Print What	Description
Element / Individual Supporting Task	Count of Individual Task supporting T&EO for Count the selected Element. (Active tasks only.)
TOE / Individual Supporting Task Count	Count of Individual Task supporting T&EO for the selected TOE. (Active tasks only.)
Task Status	Allows you to limit the tasks included in the report by the status of the tasks.
RTF Path	Specifies the file path of the resultant file for this report.
View RTF file	Allows you to bring the current report up in MS Word after it is completed.
Print RTF File	Prints the current report to a designated printer.

Once the print criteria are set, the buttons on the right-side of the window will execute the choices. The buttons offer the following choices:

Button	Description
OK	Apply the currently selected filter criteria to the next collective task list window.
Cancel	Clear all currently selected filter criteria and returns the program to the Power Panel.
Queue	Allows you to view the RTF report queue (currently disabled.)
Help	View on-line help.
Browse	Allows you to choose the folder for the report.

After making the selections and clicking the **OK** button, a list of all MTPs in your database will appear, as shown in Figure 5-125:

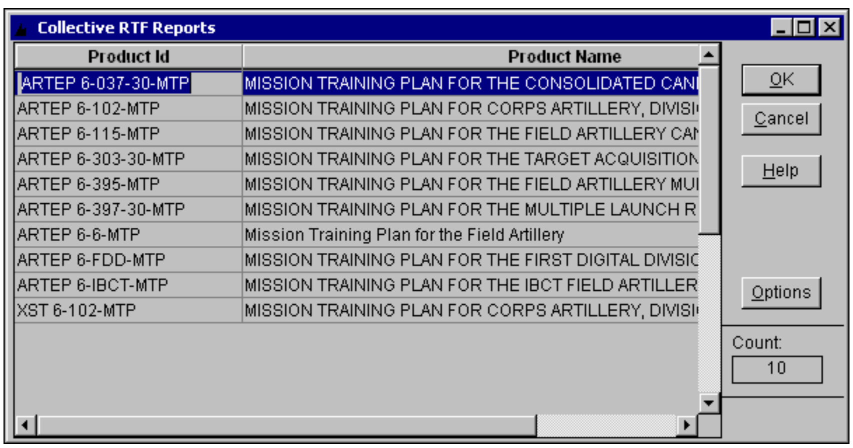


Figure 5-125: Collective RTF Reports

Highlight the MTP you want to print by clicking on it with your mouse.

Note: *If your product does not appear on the list, check the product record to ensure that required links have been made.*

The buttons on the side of the window function as follows:

Button	Description
OK	Processes the selection.
Cancel	Allows the user to exit without printing the report.
Help	View the on-line help.
Options	Allows the user to modify the print options that have been selected for the report.
Count	Indicates the number of task that the application has processed for the selection.

5.7.2.4 Drill Book/Drill Task Print Dialog Screen

This option appears after selecting the **Drill Book/Drill Task Summary** menu option from the **Collective** tab on the Power Panel.

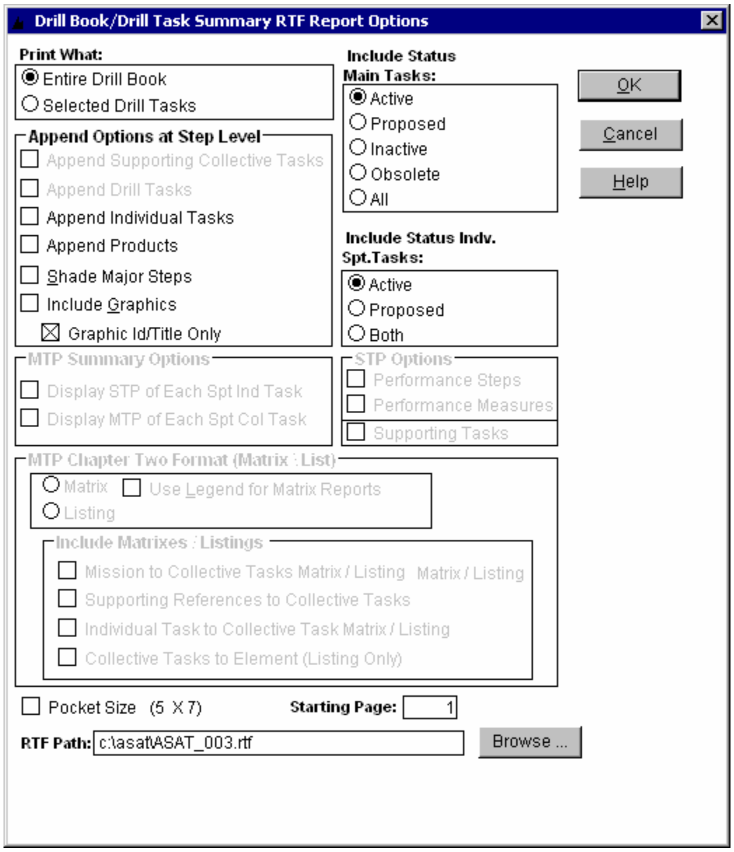


Figure 5-126: Drill Book/Drill Task Option

This window allows the user to select the criteria to produce a product report or a summary/synopsis report for a group of tasks. Every RTF report requires that you specify the options for the report you want to create. Some selections are required before you can proceed, such as the **Print What** and **RTF Path** options. The others are all optional.

Required Options:

Option	Description
Print What	There are two options in this box, which allow the user to create a product report (MTP or Drillbook) or a summary/synopsis report for a group of tasks that are selected.
RTF Path	This window specifies the file path of the resultant RTF file for this report. The user can choose to accept the ASAT automatic file naming convention, or change the file and path name.

Optional Features:

Option	Description
Append Supporting Collective Tasks	This feature is not available.
Append Drill Tasks	This feature is not available.
Append Individual Tasks	This feature works with Collective and Drill reports where supporting individual tasks have been linked to the steps and performance measures of a task. For every step to which supporting individual tasks are linked, the individual task ID(s) will be listed after the text of the step in parenthesis.

Option	Description
Append Products	This feature works where supporting products have been linked to the steps and performance measures of a task. For every step to which supporting products are linked, the product ID(s) will be listed after the text of the step in parenthesis.
Shade Major Steps	When this feature is checked, the major steps of a task summary will be printed in black on light gray vs. the black on white that all the other steps and performance measures are printed.
Include Graphics	This option will embed in the listing of each task any graphics that are linked to the task or its steps/performance measures. Graphics linked to the task are displayed en-masse immediately before the task summary portion of a task listing. Graphics linked at the step level are displayed immediately following the step or performance measure. The graphic includes the actual image (as specified by the **Graphic Path Name**) as well as the Figure Name and Figure ID. ***NOTE****: For each RTF report created there are two files, one file is for the RTF and the other file is for the media files that come from links to the multimedia table. If the user is giving the report to someone else, the user needs to provide both the RTF file and all the media files.*
Graphic ID /Title Only	Works in conjunction with the **Include Graphics** option. When both are selected, the graphic image will not be included in the report, but the **Graphic Title** and **ID** will be included as expected.
Include Individual Supporting Tasks	This selection results in Supporting Individual tasks being listed at the end of the Task Summary. This feature is currently disabled.
MTP Chapter Two Format	This feature allows you to print the MTP Chapter 2 report in either a Matrix or Listing format. The Matrix format produces more columns than the listing format.
Include Matrixes/Listings	This feature allows you to choose the report type to include either a Matrix or Listing.
Pocket Size	This feature is available for MTPs only. The pages condense to approximately 4” x 6”, with “cut marks” at the top and bottom of each Section.
Starting Page	When this feature is selected the user can specify the page number for the beginning of the report.
Include Status Main Tasks	The user can limit the tasks included in the report by the status of the tasks. This is a required selection. If no selection is made the default is *Active*.
Include Status Indv. Spt. Tasks	This selection is used to limit the display of individual supporting tasks for the drill by selected status on the report. This is a required selection. If no selection is made the default is *Active*.
RTF Path	Specifies the file path of the resultant RTF file for this report.

Once the print criterion is set, the buttons on the right side of the window will execute the choices. The buttons offer the following choices:

Button	Description
OK	Apply the currently selected filter criteria to the next task list window.
Cancel	Clears all currently selected filter criteria check-boxes; default to previous filter criteria; and retrieve collective tasks accordingly.
Help	View on-line help.
Browse	Allows you to choose the folder for the report.

After making the selections and clicking the **OK** button, a list of all Drill Book/Drill tasks in the database will display.

5.7.2.5 Drill Selection Print Dialog Screen

If the **Miscellaneous Drill** report option is chosen at the Power Panel, the *Miscellaneous Drill RTF Report Options* screen (Figure 5-127) appears to make choices about the print setting.

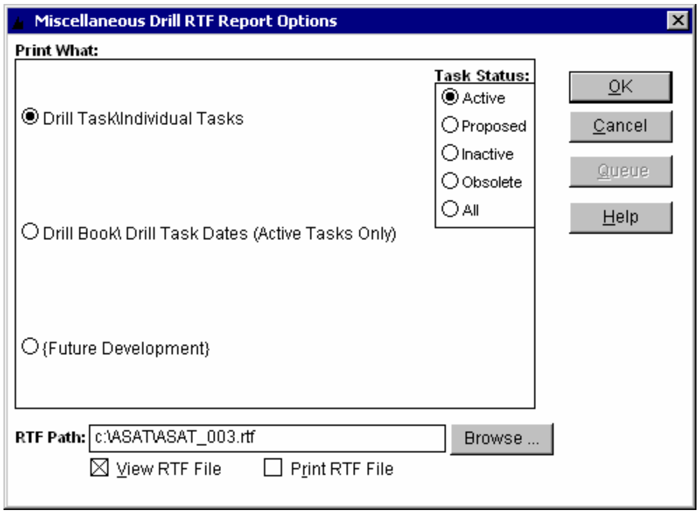


Figure 5-127: Miscellaneous Drill RTF Report Options

The selections are as follows:

Print What:	Description
Drill Task/Individual Tasks	For each Drill Book, the related individual tasks are listed for each Drill Task of the Drill Book.
Drill Book/Drill Task Dates	Lists Drill Tasks where the change date is greater than the tasks approval date for a selected Drill Book. (Active Tasks only.)
Task Status	Allows you to limit the tasks included in the report by the status of the tasks.
RTF Path	Specifies the file path of the resultant file for this report.
View RTF file	Allows you to bring the current report up in MS Word after it is completed.
Print RTF File	Prints the current report to a designated printer.

Once the print criterion is set, the buttons on the right side of the window will execute the choices. The buttons offer the following choices:

Button	Description
OK	Apply the currently selected filter criteria to the next collective task list window.
Cancel	Clears all currently selected filter criteria check-boxes and returns the program to the Power Panel.
Help	View on-line help.
Browse	Allows you to choose the folder for the report.

After making the selections and clicking the **OK** button, a window with a list of all the products in your database will appear, as shown in Figure 5-128:

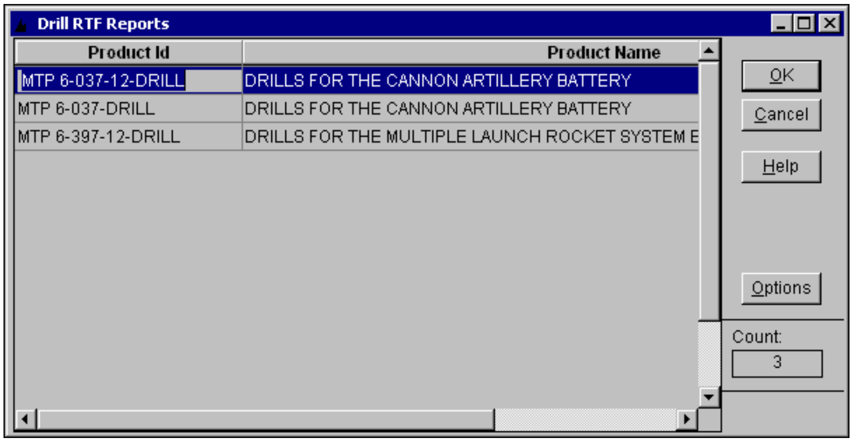


Figure 5-128: Drill RTF Reports

Highlight the product you want to print by clicking on it with your mouse. The **Cancel** button allows you to exit without printing a report. The **Help** button provides help for the active window. The **Options** button allows you to modify the print options you have selected for this report. The **Count** window indicates the number of tasks that the program has processed for the selection.

Note: *If your product does not appear on the list, check the product record to ensure that required links have been made.*

Click the **OK** button in the upper right of the screen. ASAT will process the task report and display the report on the screen.

5.8 Build MTP/Drill Book Glossary

For a user-selected MTP or Drill Book, this menu option searches every task title and then each step against each term and acronym in the current Glossary table (see section 7.2.9 for more information about the Glossary table.) A glossary for the MTP or Drill is then built automatically.

5.8.1 Selecting Glossary Menu Options

The glossary for an MTP or Drill Book can be built automatically by selecting **Collective** on the ASAT Power Panel (Figure 5-129) and then double-clicking on **Build MTP Glossary** (for MTPs) or **Build Drill Book Glossary** (for Drills):

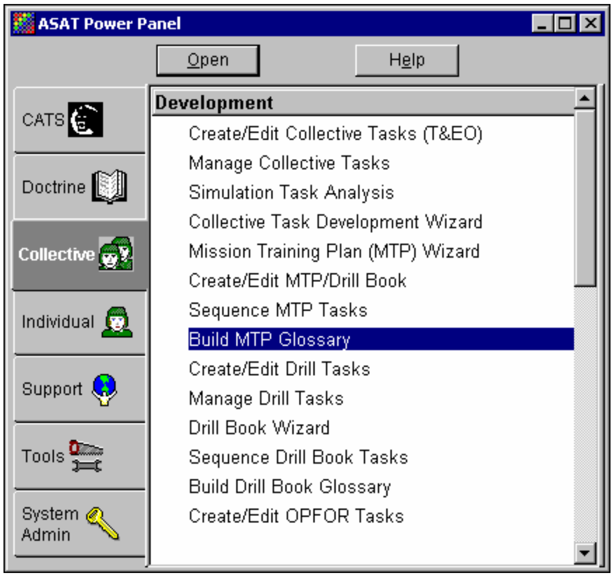


Figure 5-129: Power Panel – Build MTP Glossary Options

After making the selection, an *MTP Glossary Builder* window or a *Drill Book Glossary Builder* window appears. The *MTP Glossary Builder* window is shown in Figure 5-130:

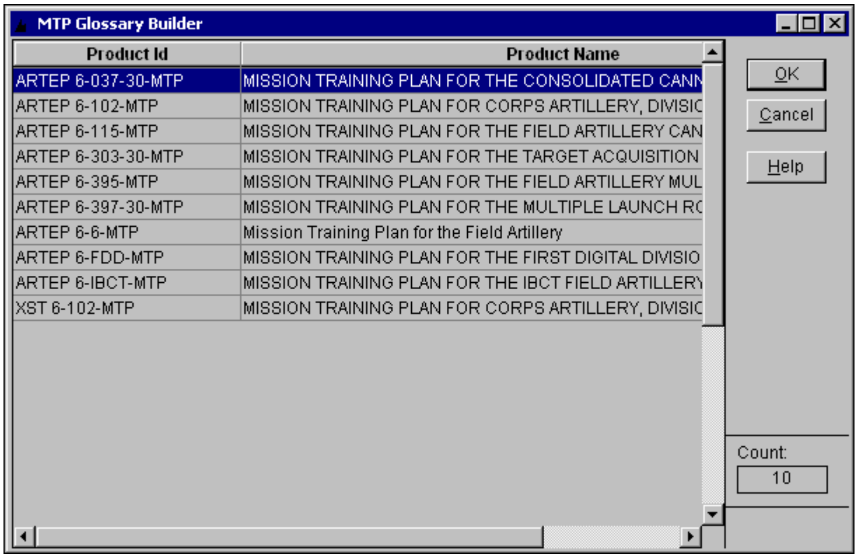


Figure 5-130: MTP Glossary Builder

Use the following steps to build a glossary. Note that the time required to build the glossary is dependent on the size of the Glossary support table being searched and the number of tasks in the MTP or drill book.

Note: The following steps address the MTP glossary selection, but can also be used for the drill book glossary selection.

Step 1: Choose an MTP by highlighting the desired record and clicking on the **OK** button. Clicking on the **Cancel** button closes the window without making any changes to the database and returns to the previous screen.

Step 2: After the MTP is selected, a message will display asking if the existing glossary should be deleted.

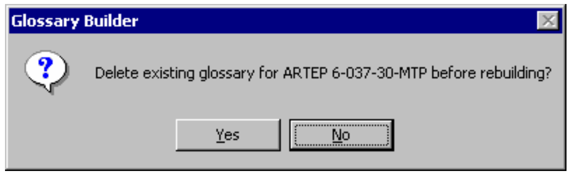


Figure 5-131: Deleting the Existing Glossary Builder

- Select **Yes** to delete the existing glossary and build a new glossary.
- Select **No** to retain the current glossary and add any new items encountered in the search.
- If the process is continued, the next screen displays a list of glossary terms with a blue line indicating the search for each glossary term. When the first instance of the term or acronym is found, a link is made to the selected MTP and the product is then searched for the next term or acronym.

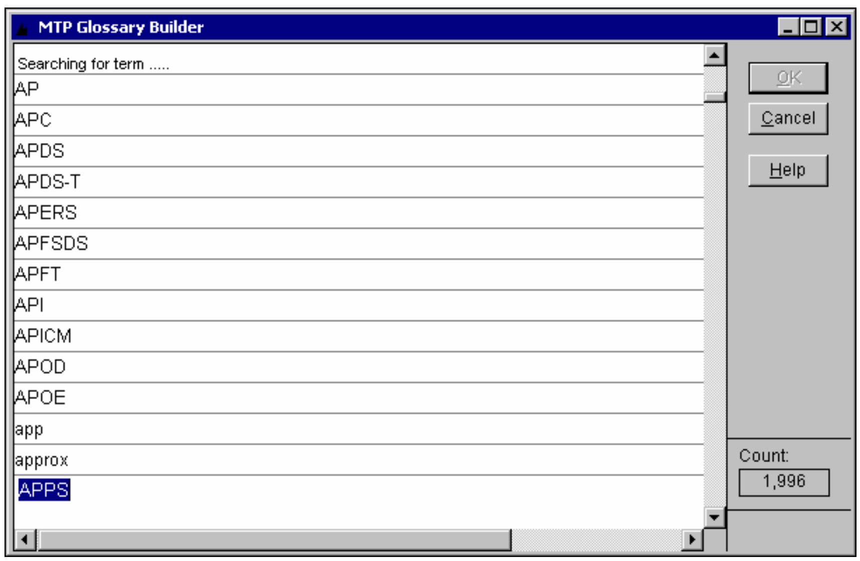


Figure 5-132: MTP Glossary Builder

- The blue line will move from one item to the next as the search is completed for that item.

  Note: *The time required to build the glossary is dependent on the size of the Glossary support table being searched and the number of tasks in the MTP.*

- The **Cancel** button will end the search and return to the Power Panel without making any modifications to the database.

Step 3: When the search is completed, a message will display indicating completion. Click **OK** to return to the Power Panel.

Step 4: To review and link/unlink MTP (or drill book) Glossary items, select **Collective** on the Power Panel and then select **Create/Edit MTP/Drill Books** from the **Development** section. The example that follows shows a list of the MTPs.

(Prior to displaying the screen below, ASAT will provide a filter screen to limit the number of items retrieved. For information on using ASAT filters, please refer to section 9.2.)

Note: *A similar grid would appear for drill books if a drill book glossary had been built.*

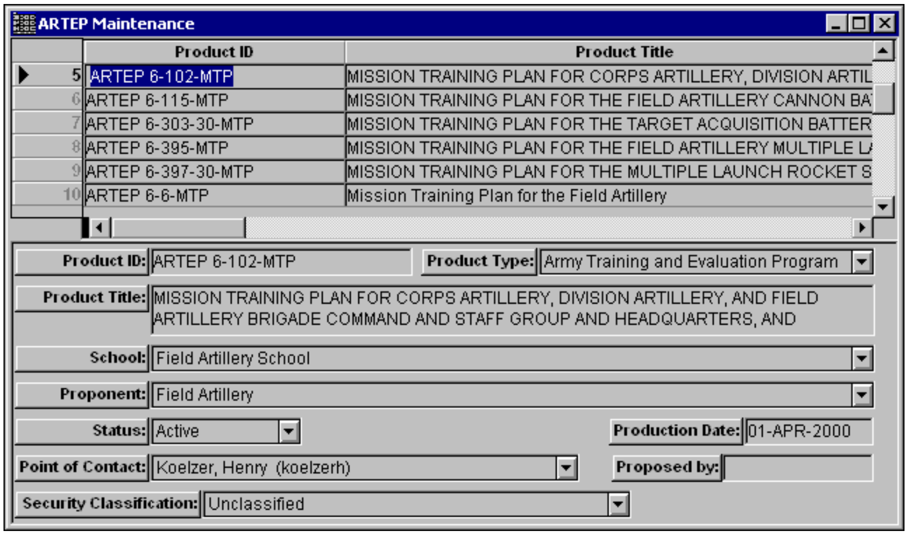


Figure 5-133: ARTEP Maintenance Grid

After selecting the desired MTP from the grid, select the menu option **Data** and then choose **Related Data** to access the tab folder. Select the **Glossary** tab as shown in Figure 5-134 to display the linked glossary items. The glossary can be edited from this tab.

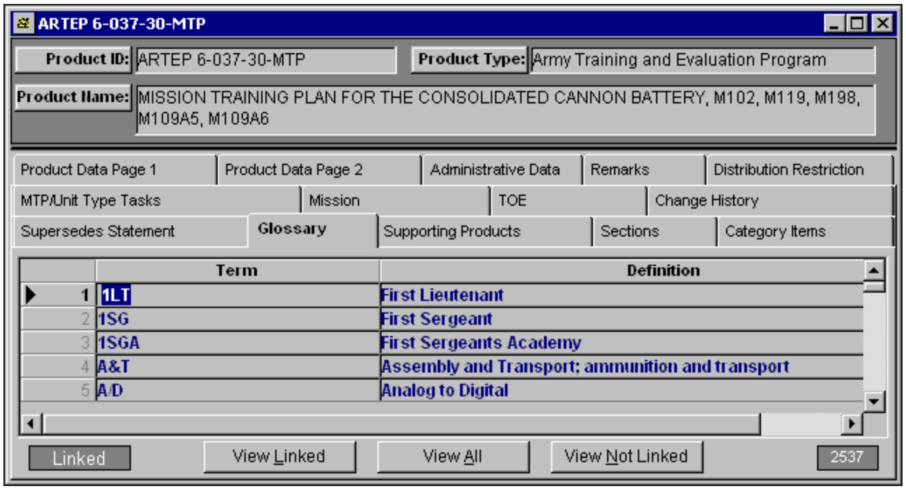


Figure 5-134: Glossary Tab Folder

To remove an item from the linked screen, double-click on the item. The number linked in the lower left of the screen will decrease by one. Unlinking removes the link between the glossary item and the MTP. The item remains in the Glossary Support Table.

To add additional items, click on the **View Not Linked** button to display remaining items in the Glossary Support Table that are not currently linked to this MTP glossary. Double-click on any item to link to the MTP's glossary.

5.9 Create or Edit OPFOR Tasks

The Opposing Forces (OPFOR) Tasks are collective tasks performed by the opposing forces. They are treated separately from collective tasks because they have abbreviated information that includes only the condition and the standard statements.

5.9.1 Selecting Create/Edit OPFOR Tasks

Select the **Collective** Module on the *ASAT Power Panel* (Figure 5-135) and highlight and double-click the **Create/Edit OPFOR Tasks** menu option under the **Development** section.

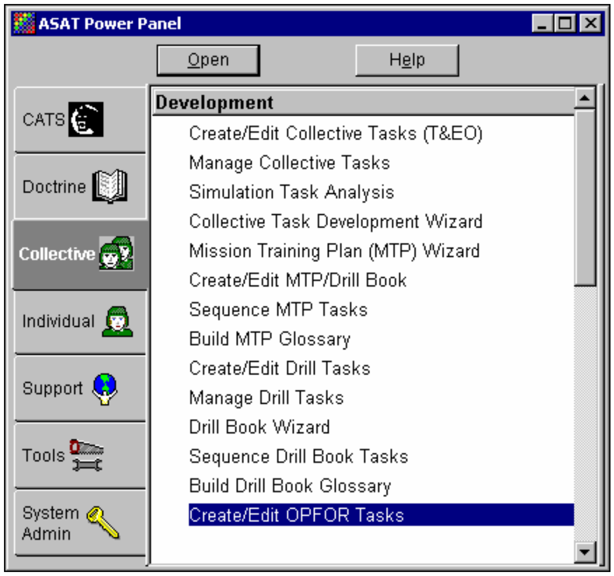


Figure 5-135: Power Panel – Create/Edit OPFOR Tasks Options

5.9.2 OPFOR Task Maintenance Window

The *OPFOR Task Maintenance* grid (Figure 5-136) provides a **grid-detail** view list of OPFOR Tasks.

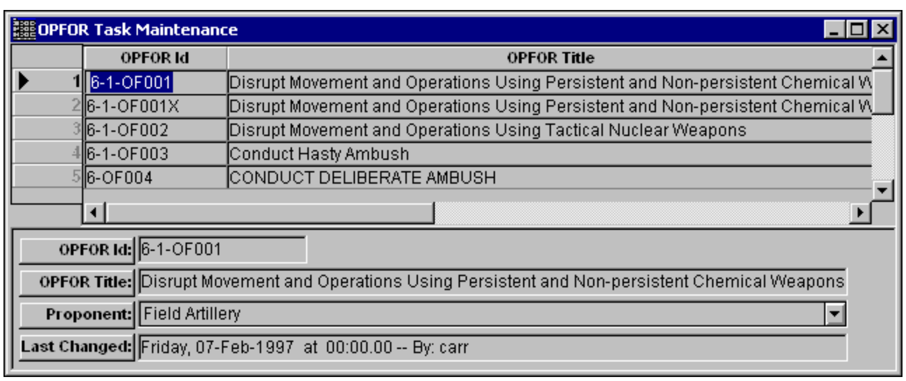


Figure 5-136: OPFOR Task Maintenance Window

The top half of the window is a grid of rows and columns of OPFOR Task data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the OPFOR Task focused on in the grid above. You can add, edit, and delete OPFOR tasks through the **Data** menu or by clicking on the **Insert**, **Edit**, or **Delete** toolbar buttons.

The main purpose of this window is to find and click on the OPFOR Tasks on which to work. Although Chapter 9 provides a detailed explanation of all the features of a grid-detail window, there are several features to help you find the right OPFOR Tasks.

If you do not know the **OPFOR Task Id** (OPFOR Task number), but do know a word in the **OPFOR Task Name**; click the column heading **OPFOR Id**. This sets the focus on this column as indicated by a black background. On the menu bar click **View**, and then choose **Find Text**. The following window appears:

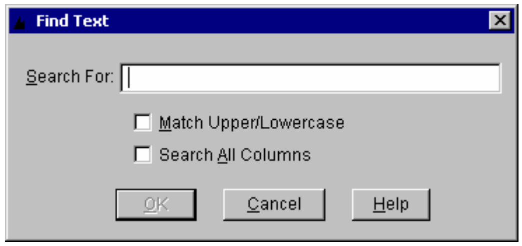


Figure 5-137: Find Text Window

Type in the word in the title and click **OK**. The focus will jump to the first row where the word appears in the title. Click on the menu bar **View**, then select **Find Next** to jump to the next occurrence.

If you wanted to see the titles in alphabetical order to scroll through, double-click the column heading **OPFOR Task Name** and the names will sort into alphabetical order. (Double-click the **OPFOR Task Id** column heading to return to a numerical order of OPFOR Task numbers.)

For a complex sort, click the **View** menu and choose the **Sort** option.

The following columns appear on this window:

Field	Description
OPFOR Id:	Enter the identifier (task number) for the OPFOR.
OPFOR Title:	Enter the title as it appears on the OPFOR.
Proponent:	Enter the series number, as found in AR 25-30, which represents the functional proponent for the OPFOR.
Last Changed:	Displays the date the OPFOR was last changed. Double-click in the field to view details on the person who made the most recent change.

5.9.2.1 Adding Data to an OPFOR Task

To add a **Condition**, a **Standard**, and/or a **Collective Task Link** to an OPFOR Task, from the *OPFOR Task Maintenance* grid, click the **Related Data** toolbar button on the menu bar to reach the following tab folder window:

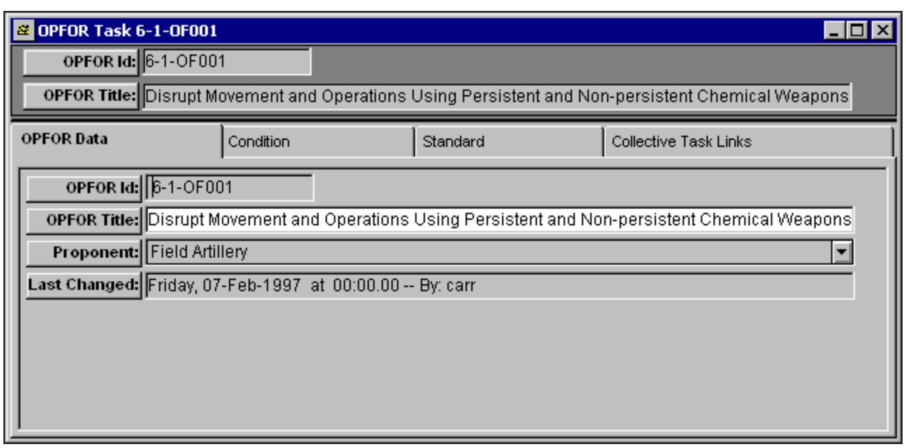


Figure 5-138: OPFOR Tab Folder

The **OPFOR Data** tab (Figure 5-138) reflects the record selected at the *OPFOR Task Maintenance* grid. All fields except the **Last Changed** field can be edited. Refer back to section 5.9.2 for field entry procedures.

Use the following steps to add data to a Condition, a Standard, or a Collective Task Link to an OPFOR task.

Step 1: Adding a Condition to an OPFOR Task. To create/edit a Condition statement to an OPFOR Task, click the **Condition** tab. The following window appears:

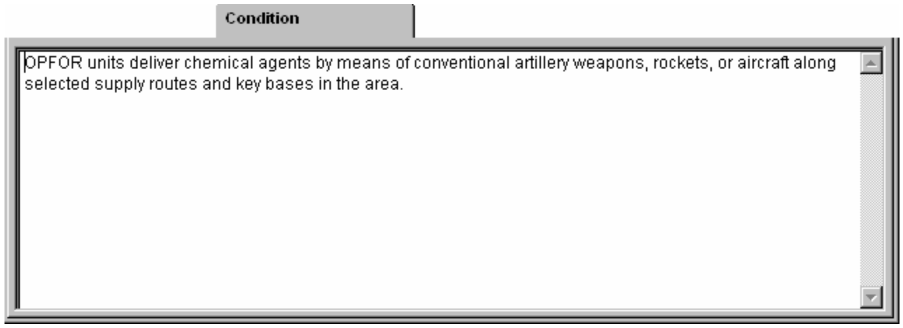


Figure 5-139: Condition Tab

To create a **Condition** statement, simply start typing or paste a statement in from another source. This is a **block** tab; refer to section 9.4.1.2 for instructions on using **block** tabs.

Step 2: Adding a Standard to an OPFOR Task. To add a Standard to an OPFOR Task, click the **Standard** tab. The following window appears:

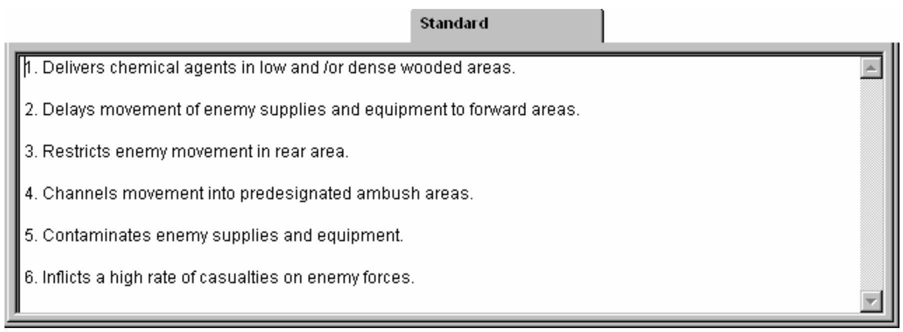


Figure 5-140: Standard Tab

To create a **Standard** statement, simply start typing or paste a statement in from another source. This is a **block** tab; refer to section 9.4.1.2 for instructions on using **block** tabs.

Step 3: Relating OPFOR Task to Collective Task. To link a collective task to an OPFOR Task, click the **Collective Task Links** tab. The following window appears:

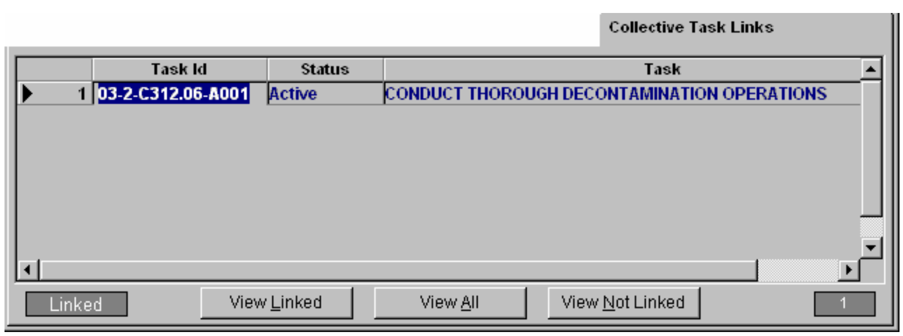


Figure 5-141: Collective Task Links Tab

This **Collective Tasks Links** tab allows the user to link related Collective Tasks to the current OPFOR Task, at the task level.

This is a **picklist** tab. To add or delete a Collective Task, refer to section 9.4.1.3 for instructions on using **picklist** tabs.

5.10 Create or Edit Drill Book Data

This section will guide you through the procedures to create a new drill task or revise an existing drill task. You have a choice of either working in the **Drill Book Wizard** (described in section 5.10.1) or at the **Drill Book** tab folders window (described in section 5.10.2) to link the appropriate data.

The **Drill Book Wizard** will take you step-by-step through most of the decision-making and linking processes. The **Drill** tab folders allow you the flexibility of selecting any tab folder to work on and to do more extensive linking.

The windows that are used to link data that are in the wizard sometimes differ from the windows used to link data through the tab folders. The following table lists all the windows used for linking Drill data and identifies if the window is accessed through the wizard and tab folder, or only accessed through the tab folder.

Window Name	Available through the Drill Book Wizard and Drill Book Tab Folders	Available through Drill Book Tab Folders Only
Select Drill Book to Create/Edit	X	
Copy Existing Drill Book	X	
Link Drill Book to Drill Tasks	X	
Link Drill Book to Glossary (Product Terms)	X	
Link Drill Book to Supporting Products	X	
Link Product Data Page 1		X
Link Product Data Page 2		X
Link Administrative Data		X
Link Remarks		X
Link Distribution Restriction		X
Link Supersedes Statement		X
Link Sections		X
Link Category Items		X
Link Doctrine		X

Before the linking can occur, the collective tasks, glossary terms, and references tables must have the appropriate choices available. Chapter 7 contains the explanation of these Support tables, except collective tasks, which are explained in section 5.3. Refer to Chapter 9 for instructions and information on adding or deleting items in a **picklist** tab.

5.10.1 Using the Drill Book Wizard to Create or Edit Drill Book Data

From the Power Panel (Figure 5-142) click on the **Collective** button. Move your cursor to the **Drill Book Wizard** menu option and double-click on it.

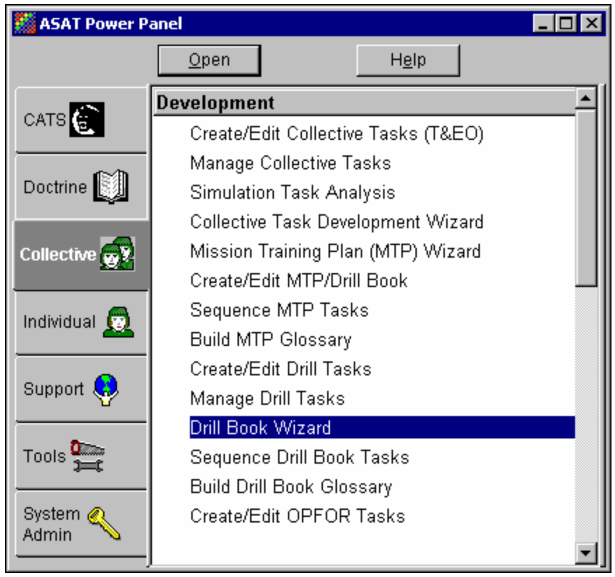


Figure 5-142: Power Panel – Drill Book Wizard Option

Once the selection has been made at the Power Panel, the *Drill Book Wizard - Select Drill Book to Edit or Create* window appears, shown in Figure 5-143:

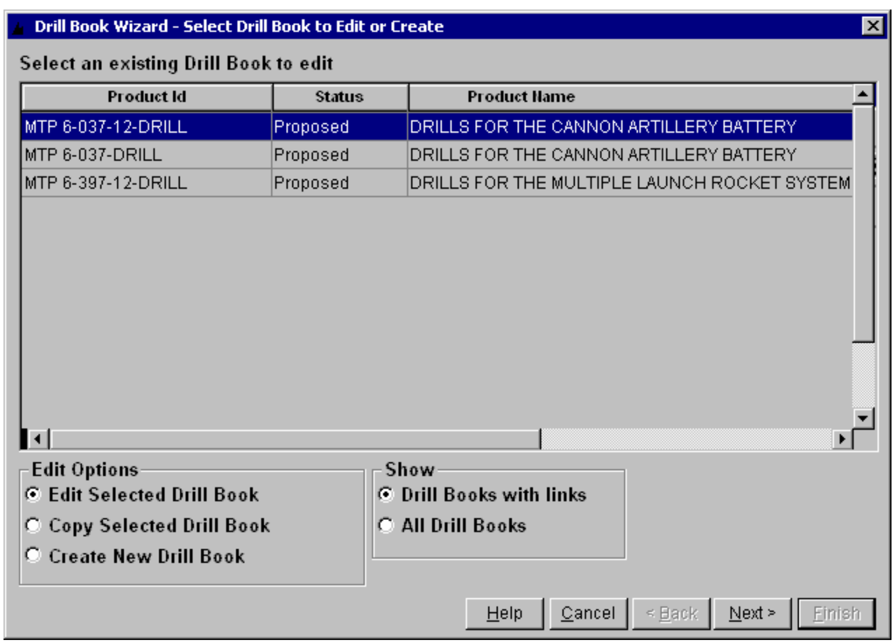


Figure 5-143: Select Drill Book to Edit or Create Window

The *Select Drill Book to Edit or Create* window has three panes. The **Top** pane is a picklist of drills. The **Show** pane controls which drills appear in the picklist. The default **Drill Books with Links** choice only shows the drills with collective task links. The **All Drills** choice shows those drills with and without links. The **Edit Options** pane offers three choices: **Edit Selected Drill Book**, **Copy Selected Drill Book**, and **Create New Drill Book**. The edit options are explained in the following paragraphs.

- The **Edit Selected Drill Book** option will allow you to edit and change the related information of the selected Drill Book highlighted on the Drill Book picklist shown on the top part of the window.

  Note: *It is important to recognize that this option changes the Drill Book with no copy of the original Drill Book retained.*

- The **Copy Selected Drill Book** option allows you to select a Drill Book from the Drill Book picklist shown on the top part of the window and to make a copy of the selected Drill Book with all of its related data. This allows you to keep the original Drill Book intact and provides a working copy for proposed changes.
- The **Create New Drill Book** option allows you to enter all new Drill Book information and related data.

Each screen includes the following buttons:
Help opens the help information for the particular window.
Cancel exits the Wizard without saving any changes made during the current Wizard session.
Back returns to the previous screen and leaves entries as they are on the current screen.
Next opens the next window.
Finish saves changes and exits the Wizard.

We will start with the **Copy Selected Drill Book** option.

5.10.1.1 Copy Selected Drill Book

In the **Edit Option** box (Figure 5-143) click the **Copy Selected Drill Book** choice. Click on the Drill Book you want to copy. If you do not see the desired Drill Book in the picklist, click on the **Show** option of **All Drill Books**. Once you have highlighted the desired Drill Book, click on **Next>**.

Note: *If you still could not find the desired Drill Book in the ASAT picklist, then you need to check the RDL Data Repository for a copy.*

Step 1: Copy Existing Drill Book Window. After making a Drill Book selection, a window appears similar to Figure 5-144:

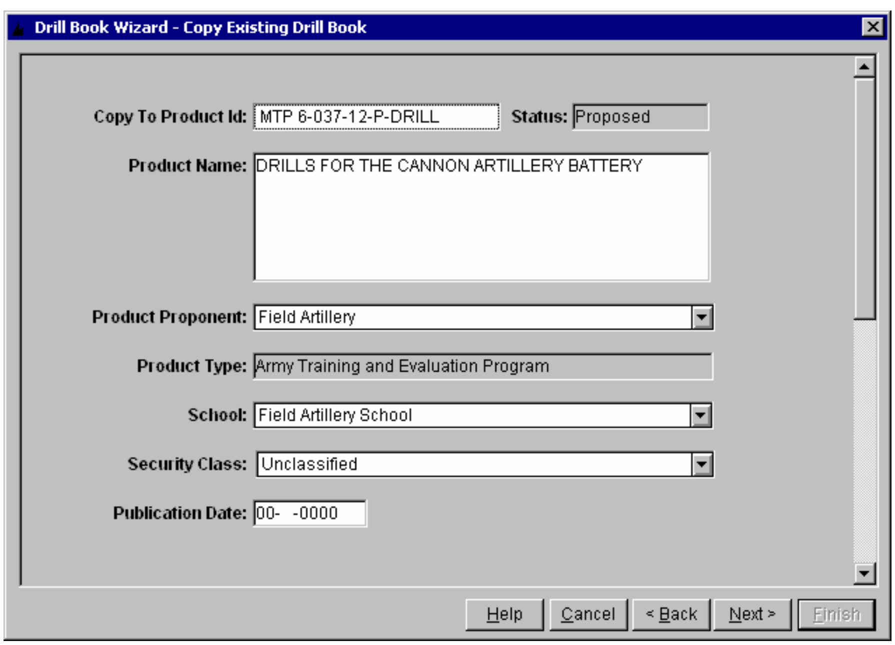


Figure 5-144: Copy Existing Drill Book Window

- At the *Copy Existing Drill Book* window, enter a product number in the **Product ID** pane. The product number must be unique. For example, you cannot have two versions of ARTEP 55-188-30-Drill with the identical product number. Also, the product number must end in "-Drill". Even if you are creating a collective training special text for students at your school, you must still end the special text product number in "-Drill". In the sample window shown previously, a **-P** was inserted to make the product number different.

- Edit the **Product Name**, if desired.
- Add a **Product Proponent** and **School** by clicking on the down-arrows in those panes. Typically, the proponent and the school will be the same. However, for some co-proponent manuals, the **Product Proponent** may be a subject area such as *Combined Arms* and the **School** will be a *lead school*. For example, the product proponent for ARTEP 55-188-30-P-Drill is Transportation and the lead school is the Transportation School (the other co-proponent school is the Infantry School.)
- You may select a security classification from the drop-down list box provided. Also, if desired, enter a publication date for the new Drill Book. You may choose to leave this field blank since the proposed date may change several times prior to publication.
- When you have entered all desired data on this screen, click the **Next>** button.
- If a *Copy Product* confirmation box appears, click the **No** button. This is referring to staffing comments and only applies to Field Manuals (FMs) at this time.

Step 2: Link Drill Book to Drill Tasks. The *Link Drill Book to Drill Tasks* window prompts you to link the new Drill Book with one or more Drill Tasks.

ASAT first provides you with a *Specify Filter Criteria for Drill Task* window (Figure 5-145) to limit the number that will appear in your picklist:

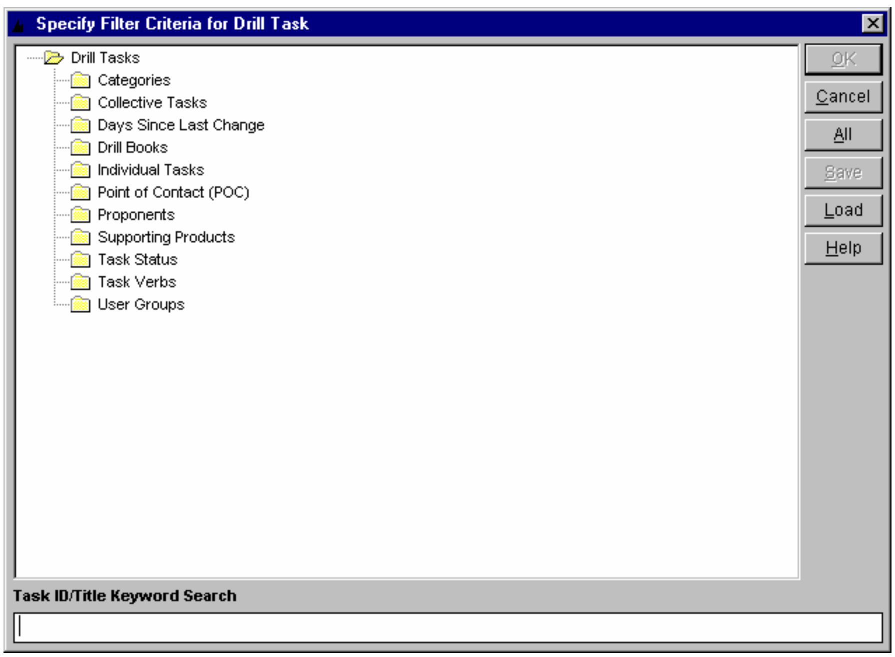


Figure 5-145: Drill Task Filter Screen

You do not have to use a filter at all. If you click the **All** button on the filter screen, you will get a list of all the Drill Tasks in your database. General filtering information is provided in section 9.2.

> ***Note:*** *Most linking windows within the wizard operate the same. Refer to section 9.7 for a complete explanation of how to perform wizard-linking operations.*

Once you have filtered your Drill Tasks, the **Drill Book Wizard** will display the *Link Drill Book to Drill Tasks* window shown in Figure 5-146:

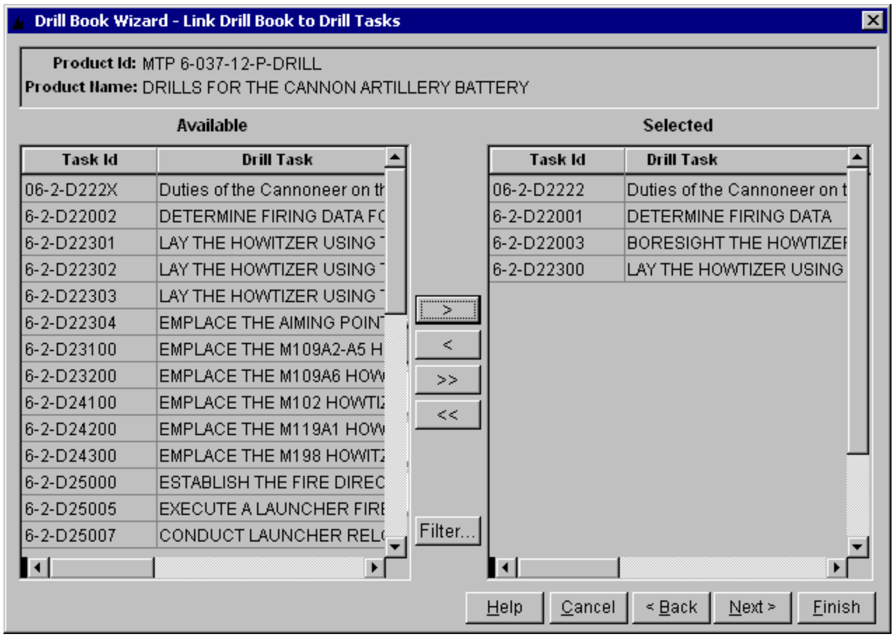


Figure 5-146: Link Drill Book to Drill Tasks Window

- The window on the left contains all of your available Drill Tasks. Hold down your **[CTRL]** key and use your mouse to select all the tasks in the left window that you want to link to your new Drill Book.
- When you have finished selecting Drill Tasks, click on the > button in the middle of your screen. The highlighted tasks will move from the left window to the right window. They have now been linked to your new Drill Book.
- You can link *all* the Drill Tasks in the left window to your Drill Book by clicking on the >> button. You can remove all Drill Tasks from the right window by using the << button or you can remove selected Drill Tasks by highlighting them and using the < button.
- Click the **Filter** button to select different filter criteria.
- When you have entered all desired data on this screen, click on **Next>**.

Step 3: Link Drill Book to Product Terms (Glossary). You can use the **Drill Book Wizard** to link product terms to your Drill Book. Prior to displaying the screen below, ASAT provides a Glossary filter screen to limit the number of items retrieved. For information on using ASAT filters, please refer to section 9.2. After selecting a filter, the following wizard screen will appear:

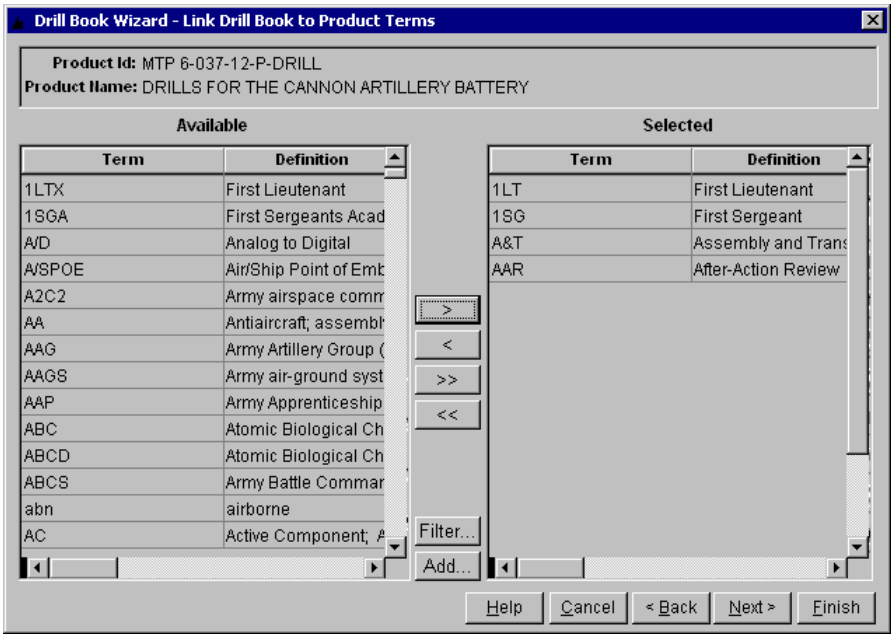


Figure 5-147: Link Drill Book to Products Window

You probably do not want to build a Glossary of product terms until you have developed the Drill Tasks in your Drill Book. Even if you do not build the Glossary at this time, you can use the **Drill Book Wizard** to edit your Drill Book later, and add the Glossary terms at that time. Click the **Add** button to access a window to add a new product term. Click the **Filter** button to filter new terms to appear on this screen.

Note: *You can also use another function in ASAT, the* ***Glossary Builder****, to automatically create a glossary for your Drill Book. Refer to section 5.8 for details on using the* ***Glossary Builder****.*

Step 4: Link Drill Book to Supporting Products. The **Drill Book Wizard** gives you the option of filtering products at this point and the *Specify Filter Criteria for Products* window (Figure 5-148) will appear:

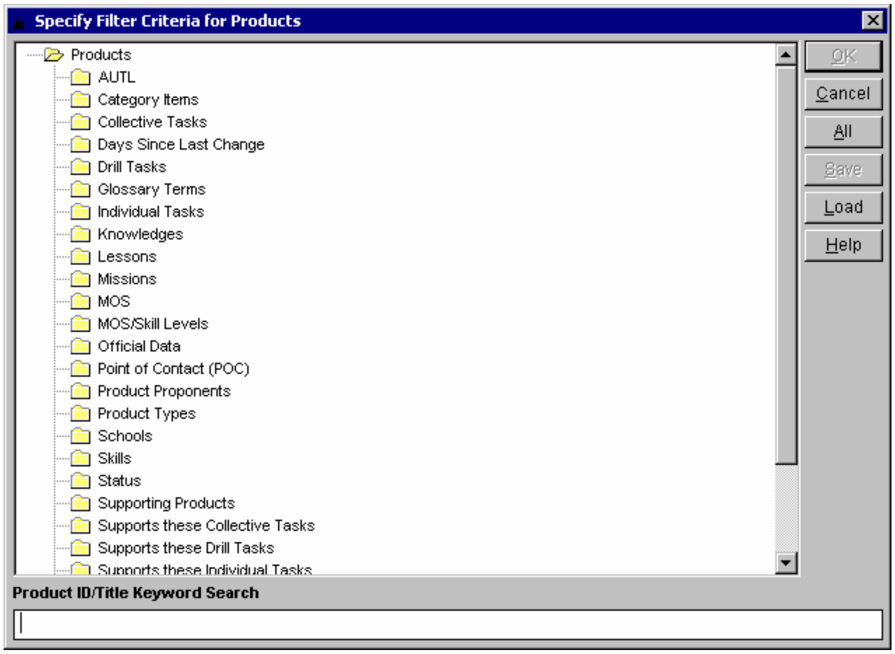


Figure 5-148: Products Filter Screen

If you do not want to filter products, click on the **All** button. Usually, it is a good idea to filter, because it limits the size of your picklist. The *Specify Filter Criteria for Products* window works just like other filter screens in ASAT. Refer to section 9.2 for details.

If you double-click on a filter, it will provide you with a list of all of the selections in your database. Click on the one(s) you want to filter by and then click on the **OK** button. The filtered items will appear in a window on the left side of your window as shown in Figure 5-149:

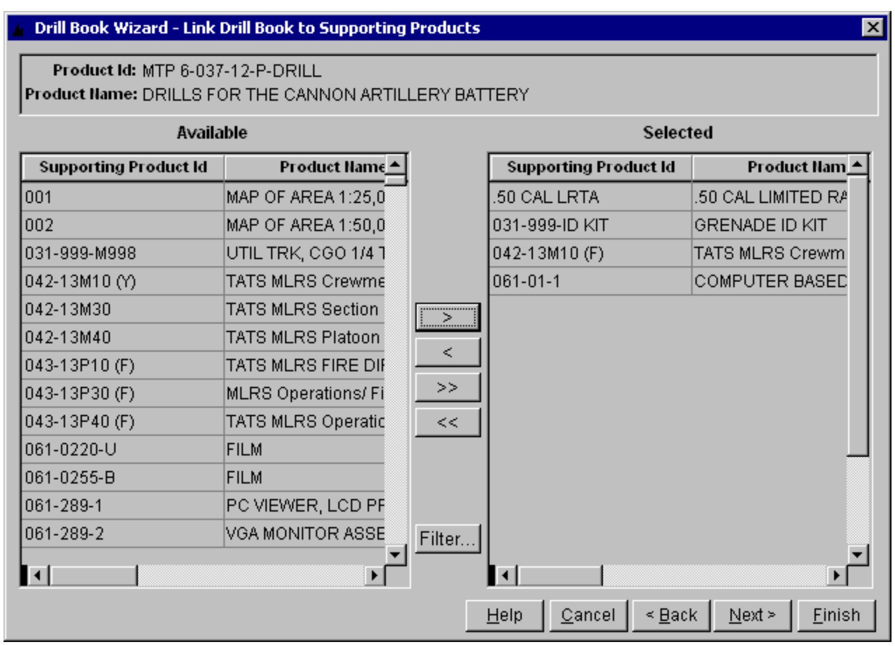


Figure 5-149: Link Drill Book to Supporting Products Window

- Since we copied an existing Drill Book, the already linked products will appear in the right pane. If these are not appropriate for the new Drill Book, you have to unlink them by highlighting them and clicking the **<** button.
- As with the product terms, you probably do not want to list your references until you have developed the products. You use the **Drill Wizard** later to edit your Drill Book and add the references.
- If you want to list your supporting products now, you can use the filter screen to limit your picklist. For example, if you want to list only field manuals and technical manuals as references, you can use the **Product Types** filter to limit your picklist to those types of products only. Click the **Filter** button that appears on this wizard screen to choose a new filter.
- Your filter selection will produce a list of all Field Manuals (FMs) and Technical Manuals (TMs) in your database in a window on the left of your screen. As with other **Wizard** windows, you can select the products you want to link and move them to the window on the right.
- To continue using the **Drill Book Wizard**, click on the **Next** button.

Step 5: Exiting the Drill Book Wizard. The last **Wizard** screen gives you the options of exiting the wizard or exiting to the tab folder for this Drill Book.

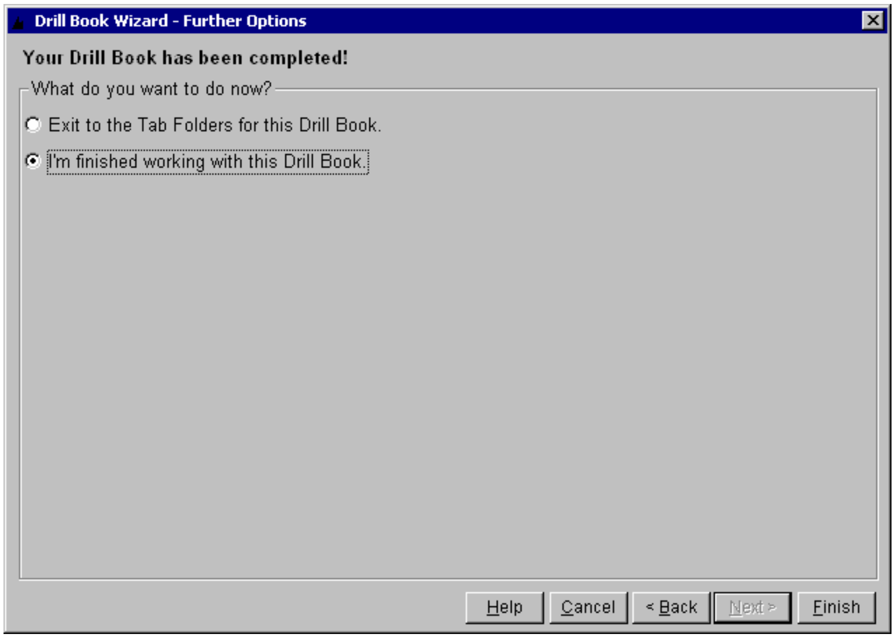


Figure 5-150: Further Options Window

After making a selection, click the **Finish** button. The *Update Change History* window will appear, shown as follows:

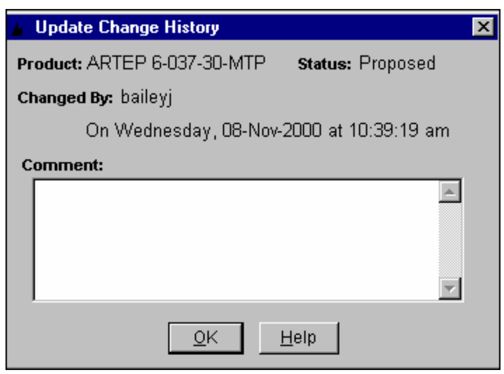


Figure 5-151: Update Change History Window

The *Update Change History* window allows you to enter a summary/history audit trail on the Drill Book changes you made in this working session. Click **OK** when done. If you chose the tab folder option, the Drill Book tab folders appear. If you choose to finish work on the drill book, the Power Panel is then displayed.

5.10.1.2 Edit an Existing Drill Book

The procedures for editing a Drill Book are almost the same as *Copy Selected Drill Book* described in section 5.10.1.1. However, one critical decision must be made upfront: Do you need to keep a current version of the Drill Book on your database *while it is being revised*? The answer is "yes" if you are revising a DA publication. If that is the case, then you will need to *copy* the existing Drill Book. For example, if you are revising the DA publication ARTEP 71-1-Drill, then you will want to make a copy of it while you are revising the Drill Tasks. On the other hand, if you are revising a draft Drill Book, you may decide to *edit* it with the understanding the changes are permanent.

- From the ASAT Power Panel, click the **Collective** button. Move your cursor to the **Drill Book Wizard** and double-click.
- Click on the edit option, **Edit Selected Drill Book**, and then click on **Next>**.
- The same set and sequence of windows are followed as seen and explained in *Copy Selected Drill Book* (section 5.10.1.1); however, you will be able to adjust the existing linked data. Continue using the **Drill Book Wizard** to link and unlink drill data.
- When you are ready to start revising Drill Tasks for your Drill Book, refer to section 5.10.2, Drill Book Tab Folder, for details.

5.10.1.3 Create New Drill Book

The procedures for creating a drill are almost the same as *Copy Selected Drill Book* described in section 5.10.1.1; however, there will be no existing linked data.

- From the Power Panel, click on the **Collective** button. Move your cursor to the **Drill Book Wizard** and double-click.
- Click on the edit option, **Create New Drill Book**, and then click on **Next>**. Continue using the **Drill Book Wizard** to link and unlink drill data.
- When you are ready to start revising Drill Tasks for your Drill Book, refer to section 5.10.2, Drill Book Tab Folder, for details.

5.10.2 Using the Drill Book Tab Folder to Create or Edit Drill Book Data

A **Drill Book** tab folder view can be accessed by making a selection from a grid-view using the *Quick Access* window (see section 9.1) or from many **picklist** linked data tabs. The **Drill Book** tab folder provides the user access to all the data associated with a record. The **Drill Book** tab folder is by default editable, although, if the user does not have appropriate system privileges or another user is already editing the same record, the **Drill** tab folder will be read-only (title bar will have Read Only in it.)

From the Power Panel (Figure 5-152) click on the **Collective** button. Move your cursor to the **Create/Edit MTP/Drill Book** option under the **Development** section and double-click.

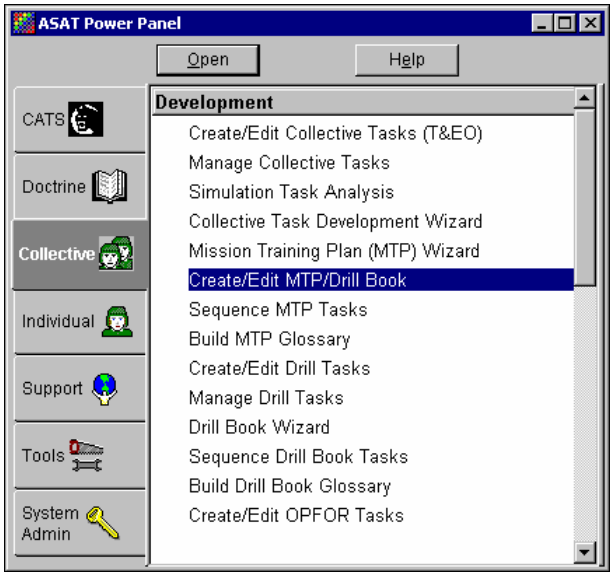


Figure 5-152: Power Panel – Create/Edit MTP/Drill Book Option

Once the selection has been made at the Power Panel, the *Specify Filter Criteria for MTPs/Drill Books* window (Figure 5-153) appears to filter information:

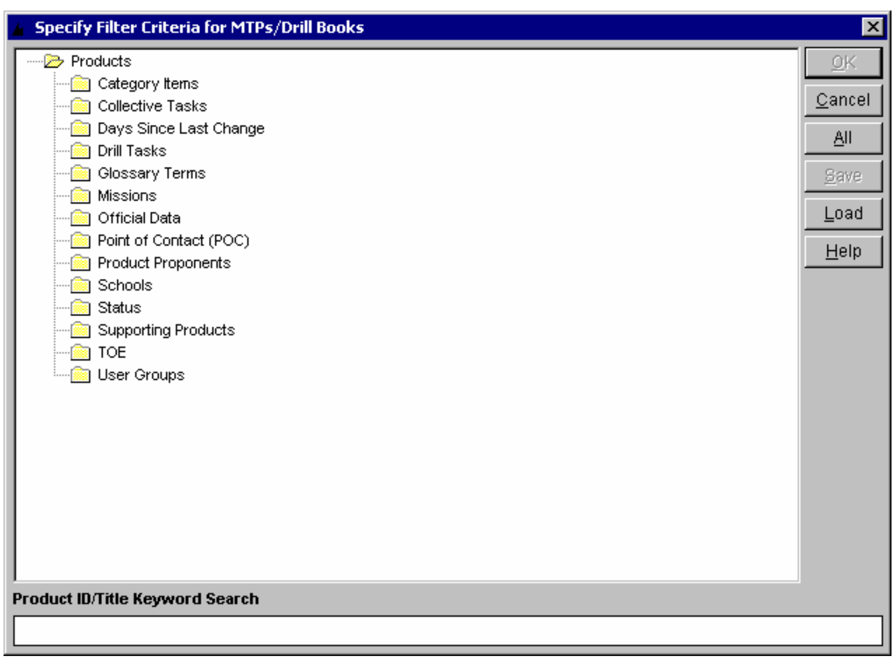


Figure 5-153: MTPs/Drill Books Filter Screen

This filter screen appears to help you find the drill product you want to work on. You do not have to use a filter at all. If you click the **All** button on the filter screen, you will get a list of all the drills in your database.

Note: *General filtering information is provided in section 9.2.*

The **Product grid-detail** view of the drill product is displayed, as shown in Figure 5-154. The main purpose of this window is to find and click on the drill product (-DRILL extension) to work on. You can also add, edit, and delete Drill tasks through the **Data** menu or by choosing the **Insert**, **Edit**, or **Delete** toolbar buttons.

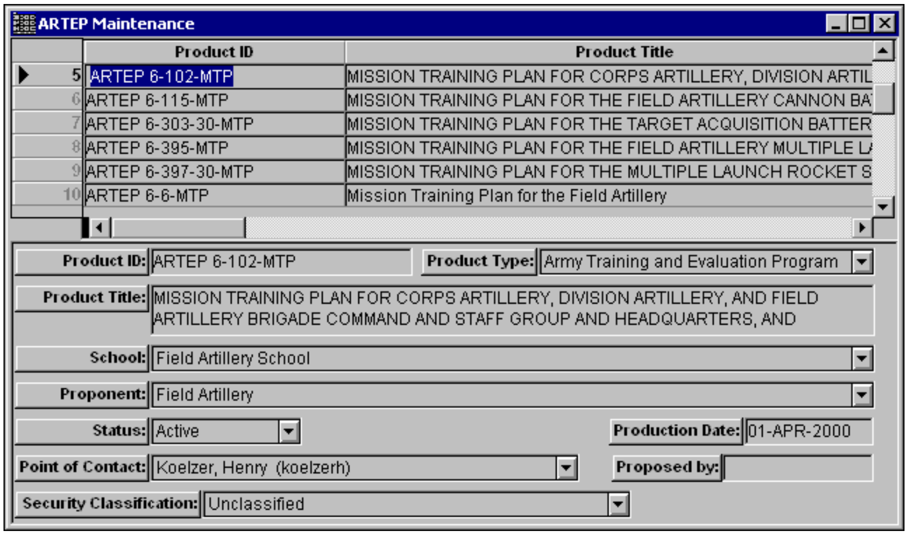


Figure 5-154: ARTEP Maintenance Grid

Note: *The fields on the grid are described in section 5.10.2.1, Product Data Page 1 Tab; 5.10.2.2, Product Data Page 2 Tab; and 0, Administrative Data Tab, respectively.*

Although section 9.3 provides a detailed explanation of all the features of a **grid-detail** window, there are several features to help you find the right product. The top-half of the window is a grid of rows and columns of the product data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the product focused on in the grid.

If you do not know the **Drill Product ID** number, but do know a word in the **Drill Product Title**; scroll right and click the column heading **Product Title**. This sets the focus on this column as indicated by the black background. Click **View** on the menu bar and select **Find Text**. The following window will appear:

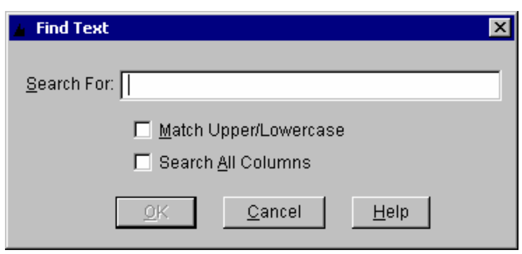


Figure 5-155: Find Text Window

- Type in the word in the title and click **OK**. The focus will jump to the first row where the word appears in the title. Click **View** on the menu bar and select **Find Next** to jump to the next occurrence.
- If you wanted to see the titles in alphabetical order to scroll through, double-click the column heading **Product Title** and the names will sort into alphabetical order. (Double-click the **Product ID** column heading to return to a numerical order of the tasks.)
- For a complex sort, click on the **View** menu and select the **Sort** option.
- If you know some related information about the product that might narrow your search, click on the menu bar **View** then choose the **Filter By Linked Data** to set a filter and reconstitute the **grid-detail** window list. Notice at the bottom of the filter window you can enter a word or phrase and filter the product titles that contain the word or phrase.

- To add a link to a drill product from the *Product* grid window, shown previously, click the **Related Data** toolbar button on the menu bar to reach the **Drill Book** tab folder (Figure 5-156):

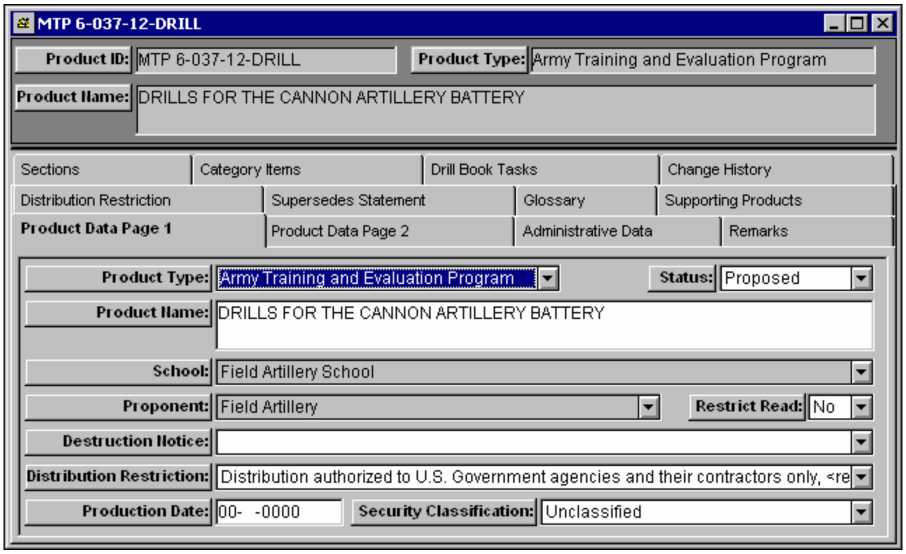


Figure 5-156: Drill Book Tab Folder

- The tab folder view provides the user access to all the data associated with a record. A tab folder mimics the appearance of a tabbed file folder, and allows the user to select a new file or page from the file folder. This methodology is used because of the large amount of data associated with ASAT records.
- At any time, only one tab can be visible. The user can switch from tab to tab by clicking on the desired tab with the mouse. The top portion of the **Drill Book** tab folder window is the header. This region contains the pertinent information about the record being viewed/edited such as its Identification number and title. This region cannot be edited, but remains constant regardless of the selected tab. The 12 tab folder selections are described in the following sections:

5.10.2.1 Product Data Page 1 Tab

The **Product Data Page 1** tab (Figure 5-156) is a **detail** tab that contains the following fields listed from the Product table. Refer to section 9.4.1.1 for an explanation on how it operates.

Field	Description
Product Type	Select the type of product. This field is especially important for Field Manuals, STPs, and ARTEPs as it is used to automatically filter some product lists in ASAT.
Status	Select the status of the current product as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Product Name	Enter the name as it appears on the product.
School	Select the school or agency responsible for the product.
Proponent	Select the series number, as found in AR 25-30, which represents the functional proponent for the product.
Restrict Read:	This drop-down list box is used to limit accessibility to the details of a record to only the people actively working on the record (point of contact, subject matter expert (SME)/analyst, or system administrator.) If the **Restrict Read** is set to *Yes*, the record will appear in the grid view, but will not allow users other than the point of contact, SME/analyst, or system administrator to open or edit the tab folder information. If the **Restrict Read** is set to *No*, users will have viewing and modification privileges as defined by the current ASAT user definition. Only the individuals listed above can set the record restriction.
Destruction Notice	Select the destruction notice that applies for the product.
Distribution Restriction	Select the applicable distribution restriction for the product.

Field	Description
Production Date	Enter the date as it appears on the fielded product. Date format is DD-MMM-YYYY. The month is entered automatically when the first letter is entered, but may be typed over. Double-click in the field to choose the date from a pop-up calendar.
Security Classification	Select the security classification of the product. The default is *Unclassified*.

5.10.2.2 Product Data Page 2 Tab

The **Product Data Page 2** tab (Figure 5-157) is a **detail** tab that contains fields from the Product table. Refer to section 9.4.1.1 for an explanation on how it operates.

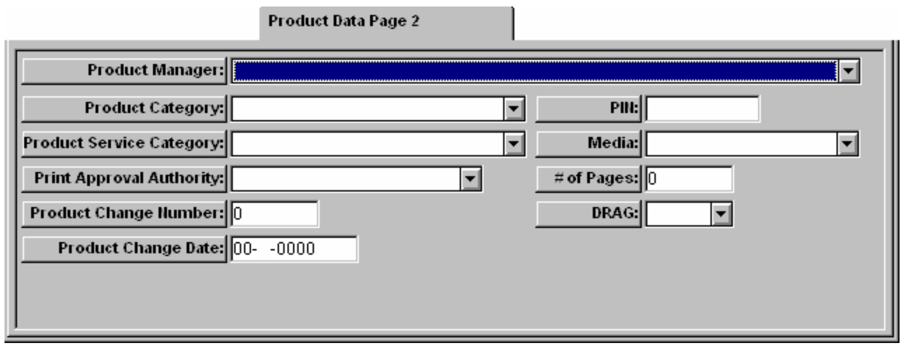


Figure 5-157: Product Data Page 2 Tab

Note: *Many of these fields are used primarily for Doctrinal Literature, Soldier Training Publications, ARTEPs, and Training Circulars. They can be used for other products as needed.*

The following fields appear on this tab:

Field	Description
Product Manager	Select the product/process manager type for a product.
Product Category	Select the specific type of workload category for a product within a product manager type.
PIN	Enter the Production Identification Number (PIN) assigned by the Department of Army for a product, if applicable.
Product Service Category	Select the service category of a product.
Media	Select the media of a product.
Number of Pages	Enter the actual number of pages in the product.
Print Approval Authority	Select the agency with content approval authority for the product.
DRAG	Select *Yes* or *No* to indicate whether a DOCLIT, AIRLIT, or TC product requires CG, TRADOC Doctrinal Review and Approval (DRAG) review and approval.
Product Change Number	Enter the number of the latest change to a product.
Product Change Date	Displays the date of the latest change to a product. You may enter a new date or select it from a pop-up calendar by double-clicking in the field.

5.10.2.3 Administrative Data Tab

The **Administrative Data** tab (Figure 5-158) is a **detail** tab that contains Point of Contact information including name, address, email, telephone, and fax. It also contains a **Proposed By** field in which the name of the person who originally proposed the task can be typed. Refer to section 9.4.1.1 for an explanation on how it operates.

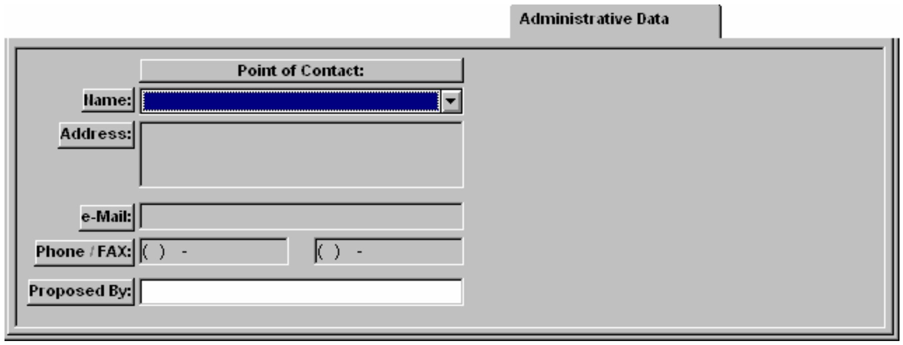


Figure 5-158: Administrative Data Tab

5.10.2.4 Remarks Tab

The **Remarks** tab (Figure 5-159) is a **block** tab that contains notes about the development of the current product. Refer to section 9.4.1.2 for details on this tab type.

Figure 5-159: Remarks Tab

5.10.2.5 Distribution Restriction Tab

The **Distribution Restriction** tab (Figure 5-160) is a **block** data tab filled automatically with the selection made from the drop-down list for the **Distribution Restriction** field on the **Product Data Page 1** tab for the product.

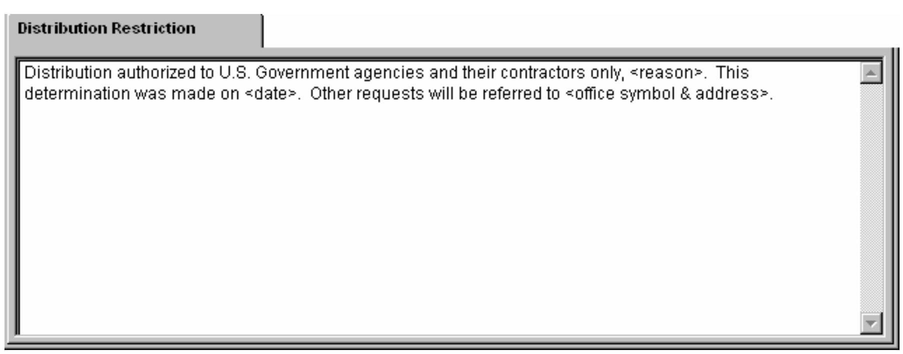


Figure 5-160: Distribution Restriction Tab

Use this tab to edit the statement to fit your particular needs if required. Highlight the text in parenthesis and replace it with the appropriate information. If the Distribution Restriction on the **Product Data Page 1** tab is changed, you will need to return to this tab to edit the statement as required.

5.10.2.6 Supersedes Statement Tab

The **Supersedes Statement** tab (Figure 5-161) is a **block** data tab used to enter the supersession statement for the product. In accordance with TRADOC Regulation 25-30, the supersession statement is an official directive statement that signifies replacement of one product with a newer version of the same or, in critical instances another product. The statement should be written to reflect standard procedures. For example:

This publication supersedes STP XX-XXX-XX, 25 September 1992.

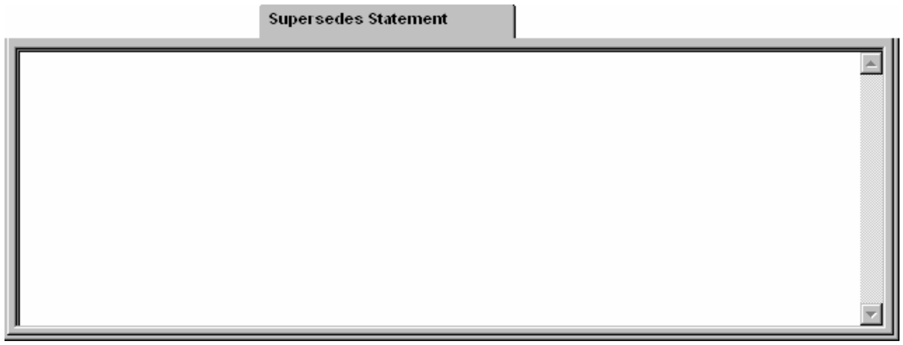


Figure 5-161: Supersedes Statement Tab

5.10.2.7 Glossary Tab

The **Glossary** tab (Figure 5-162) is a **picklist** tab that allows the user to select Terms and Definitions to be in the glossary for the current product. The term and definition fields are a display of choices only. Additions or deletions to the glossary table can be made through the **Support** Module using the Glossary Table in the **General** Section. Refer to section 9.4.1.3 for more information about picklist tabs.

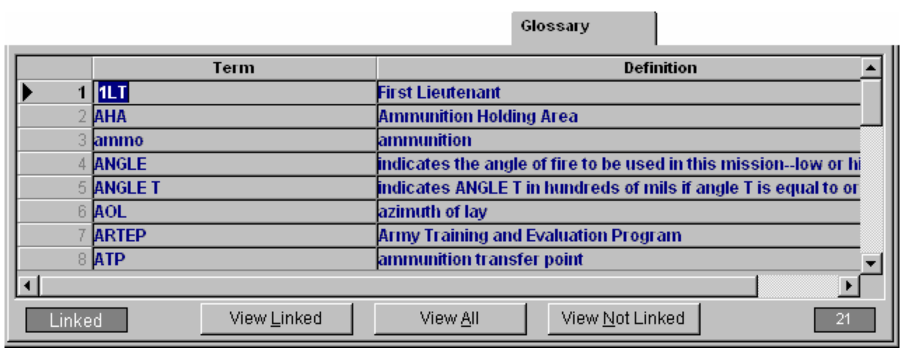


Figure 5-162: Glossary Tab

5.10.2.8 Supporting Products Tab

The **Supporting Products** tab (Figure 5-163) is a **picklist** tab that allows the user to connect supporting reference products to the current product. Refer to section 9.4.1.3 for an explanation of how it operates.

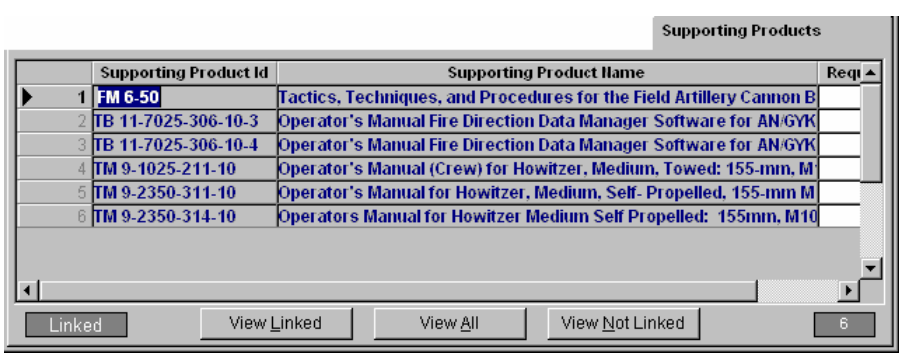


Figure 5-163: Supporting Products Tab

The **Supporting Product ID** and **Supporting Product Name** are view-only fields. Double-click on either of these fields to link a supporting product to the current product. When the link is made, the **Required** field will become editable and *Yes* or *No* can be selected from a picklist to indicate whether the product is a required or related supporting product. The linked supporting products will appear in the *References* section of the current product.

5.10.2.9 Sections Tab

The **Sections** tab (Figure 5-164) is an **insert** tab that allows the user to enter the various sections that comprise the Drill Book. Basic options are to insert a new record row, edit an existing record, or delete a record. The **Sequence Number**, **Section Name**, and **Source** are editable fields. Refer to section 9.4.1.4 for an explanation of how it operates.

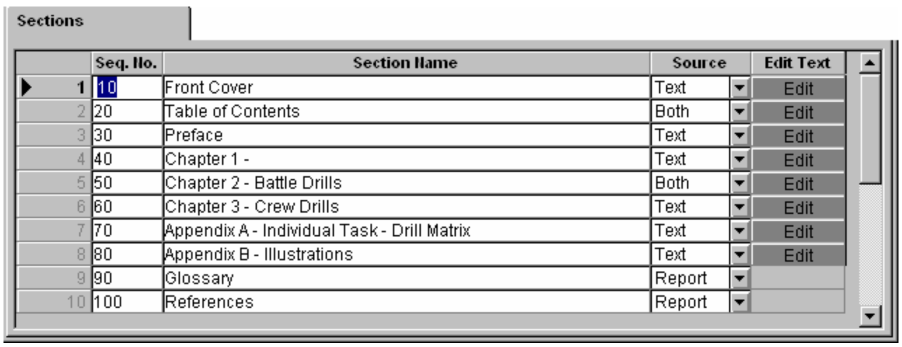


Figure 5-164: Sections Tab

Field	Description
Sequence Number	Enter a user-defined number that will determine the order in which sections will display or print. Recommend spacing sequence number entries by increments of 10 to allow insertion of additional sections between existing sections.
Sections Name	Enter the name of the section.
Source	Select the source of the section. *Text* indicates that the section in a text file that can be created, viewed, or edited in ASAT. *Report* indicates that the section is generated out of the ASAT database. *Both* indicates that the section is created out of the ASAT database but allows entry and editing of additional text.
Edit Text	*Edit* is entered automatically when either *Text* or *Both* is selected for the **Source** field. Once a record is entered and saved, the **Edit** button in the record **Edit Text** field can be clicked to access a RTF Edit window into which text may be entered, copied, or an RTF or TXT file inserted. Section 9.10 provides details on the RTF Edit window.

To insert a new record in the **Sections** tab, use the **Data/Insert Record** menu option. If records are already listed, position the cursor where the insertion is desired or insert the record wherever the cursor is positioned and assign a sequence number, which will position the record in the desired location.

> ***Note:*** *Should the sequence numbers appear out of order, double-click on the sequence number column heading to sort the records by sequence number. Major section names are pre-entered for Drill Books.*

After a section record is entered and saved, the **Edit** button in the record **Edit Text** field can be clicked to access the RTF Edit window. After the window is opened, enter text or right-click to access a short-cut menu to paste copied text or to insert an RTF or TXT file. The user is provided the option to save section information upon exiting this window. Refer to section 9.10 for details on the RTF Edit window.

5.10.2.10 Category Items Tab

The **Category Items** tab (Figure 5-165) is a **picklist** type that allows the user to link category items to the current Drill Book displayed in the header. Refer to section 9.4.1.3 for an explanation of how it operates.

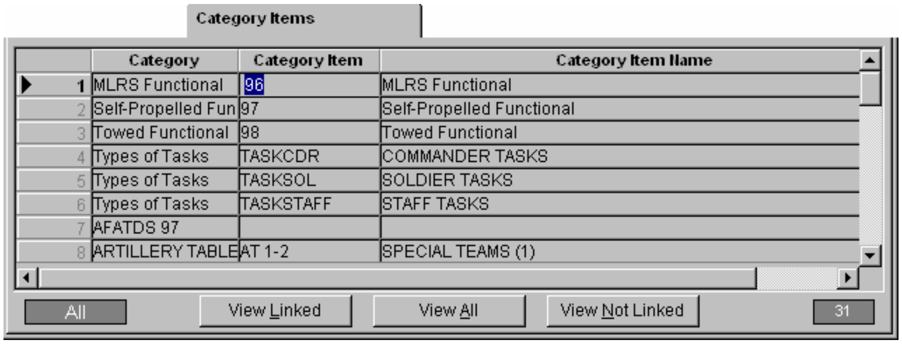


Figure 5-165: Category Items Tab

5.10.2.11 Doctrine Tab

The **Doctrine** tab (Figure 5-166) is an **insert** tab that allows the user to link tasks to approved Field Manuals created via the **Doctrine** Module.

Figure 5-166: Doctrine Tab

Use the following procedures to create Doctrine links.

> ***Note:*** *The Doctrine Link feature requires that Microsoft Internet Explorer 4.0x (IE 4.0x) be installed on each ASAT user's computer.*

1. Select the **Insert Record** toolbar button or choose the **Insert Record** option from the **Data** menu. The *Doctrine Browse/Link* window appears, which provides a list of approved FMs, filtered by proponent, currently in the ASAT database.

   > ***Note:*** *Refer to section 4.6, Edit - Create Links, for additional information on the Doctrine Browse/Link window.*

2. After selecting the desired FM, chapter, or text; click on the **Make Link** button at the *Doctrine Browse/Link* window to link the data. The linked data appears on the tab.
3. Click on the **Data** menu and choose the **Save** option or click the **Save** toolbar button to save the linked data.
4. Repeat the previous steps to link additional Doctrine data.

To delete a record link, place the cursor on the row and select the **Data** menu and choose the **Delete Record** option or choose the **Delete Record** toolbar button.

To edit a record link, place the cursor on the row and double-click the **View** button or right-click the mouse button and choose **Edit Link**. The *Doctrine Browse/Link* window displays the linked area of the document allowing you to choose a different link.

The following columns appear on this tab:

Field	Description
Product ID	Displays the product number.
Version	Displays the latest change (version) of the product.
Chapter	Displays the product chapter name.
Required?	Indicates if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Linked Text	Displays the selected document text.

5.10.2.12 Drill Book Tasks Tab

The **Drill Book Tasks** tab (Figure 5-167) is a **picklist** tab that allows the user to connect Drill Tasks to the selected Product (Drill Book.)

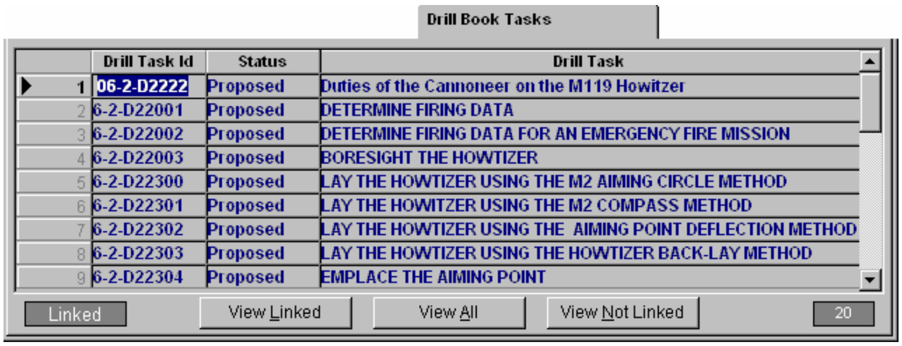


Figure 5-167: Drill Book Tasks

To link one or more Drill Tasks, click the **View All** button for the picklist of Drill Tasks, and then double-click the Drill Task row to link it to the selected Product (Drill Book.) If the Drill Task is not available in the picklist, add it at the grid list at the **Create/Edit Drill Task** option under the **Development** section of the **Collective** Module from the Power Panel to make the choice available here. The **Drill Task ID**, **Status**, and **Drill Task Title** are view-only fields.

5.11 Create/Edit Drill Tasks

This section will guide you through the procedures for creating/editing drill tasks. A drill task can be accessed by making a selection from a grid view using the **Quick Access** option or from many **picklist** linked data tabs. The following sub-paragraph procedures describe how to access the **Drill Task** option through a picklist tab. Refer to section 2.3 or section 9.1 for details on using the Quick Access approach to get to the tab folder.

From the *ASAT Power Panel* (Figure 5-168) click on the **Collective** button. Move your cursor to the **Create/Edit Drill Tasks** option under the **Development** section and double-click on it.

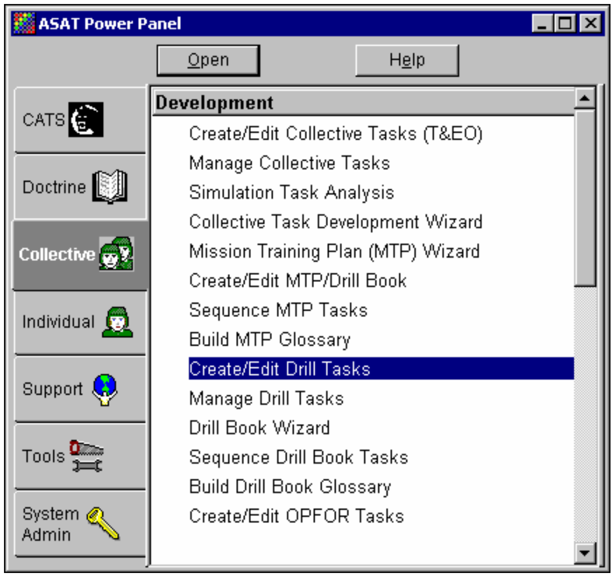


Figure 5-168: Power Panel – Create Edit Drill Tasks Option

5.11.1 Filtering Drill Tasks

Once the selection has been made at the Power Panel, the *Specify Filter Criteria for Drill Task* window (Figure 5-169) appears to filter information:

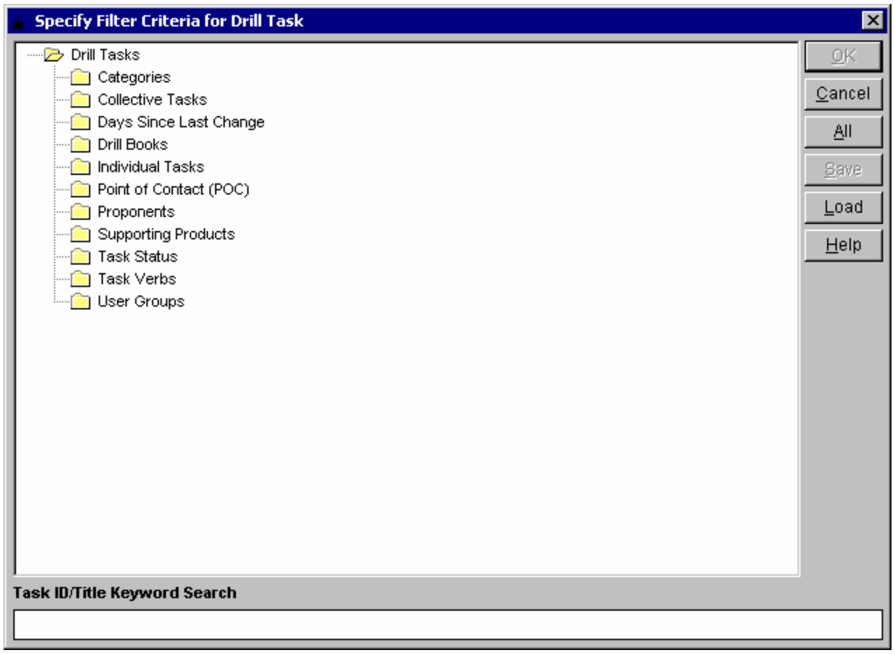


Figure 5-169: Drill Task Filter Screen

This filter screen appears to help you find the drill product you want to work on. You do not have to use a filter at all. If you click the **All** button on the filter screen, you will get a list of all the drills in your database.

Note: *General filtering information is provided in section 9.2.*

5.11.2 Selecting a Drill Task

The *Drill Task Maintenance* grid (Figure 5-170) provides a **grid-detail** view of the drill tasks:

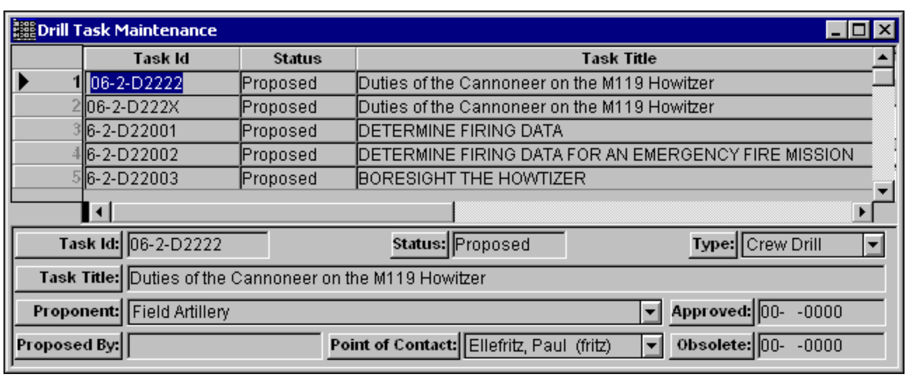


Figure 5-170: Drill Task Maintenance Grid

The main purpose of this window is to find and click on the drill task to work on. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window. The top half of the window is a grid of rows and columns of the task. Scroll horizontally to the right to view additional data. The bottom half of the window displays details of the task focused on in the grid. You can add, edit, and delete drill tasks through the **Data** menu or by clicking on the **Insert**, **Edit**, or **Delete** toolbar buttons. The **Outline Editor** button is used to enter the Drill Task steps.

Note: *Additional details on the ASAT toolbar buttons are provided in section 9.9.*

The following fields appear on this tab:

Field	Description
Task ID:	Enter the identifier number for the drill task.
Status:	Identifies the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*. This field can only be changed through the Manage Collective task function. The default entry when inserting a new record is *Proposed*.
Drill Task Title:	Enter the title as it appears on the task.
Product Proponent:	Displays the functional proponent for the task.
Drill Type:	Enter the type of task as battle or crew.
Point of Contact:	Select the personnel designated as a contact for the product. Double-click in the field to view details on the person.
Proposed By:	Enter the name of the personnel/organization responsible for originating the task.
Approved:	A view-only field that displays the date the task was made active. It is accessible only through the **Manage Drill Task** menu option on the Power Panel.
Obsolete:	A view-only field that displays the date the task was made inactive. It is accessible only through the **Manage Drill Task** menu option on the Power Panel.

If you do not know the **Drill Task ID** number, but do know a word in the **Drill Task**; scroll right and click the column heading **Drill Task**. This sets the focus on this column as indicated by the black background. Click **View** on the menu bar and then choose **Find Text**. The following window appears:

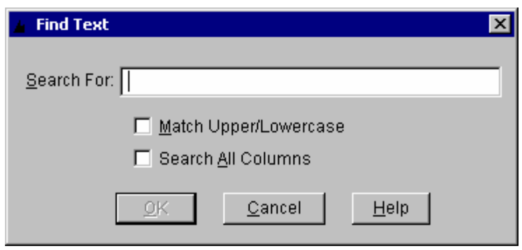


Figure 5-171: Find Text Window

- Type in the word in the title and click **OK**. The focus will jump to the first row where the word appears in the title. Click **View** on the menu bar and then choose **Find Next** to jump to the next occurrence.

- If you wanted to see the titles in alphabetical order to scroll through, double-click the column heading **Drill Task** and the names will sort into alphabetical order. (Double-click the **Drill Task Title** column heading to return to a numerical order of the tasks.)

- For a complex sort, click the **View** menu and choose **Sort**.

- If you know some related information about the product that might narrow your search, click **View** on the menu bar and then choose **Filter By Linked Data** to set a filter and reconstitute the **grid-detail** window list. Notice at the bottom of the filter window you can enter a word or phrase and filter the product titles that contain the word or phrase.

5.11.3 Linking Related Data to Drill Tasks

To add a link to a drill task from the *Drill Task Maintenance* grid (Figure 5-172) click the **Related Data** toolbar button  on the menu bar to reach the **Drill Task** tab folder:

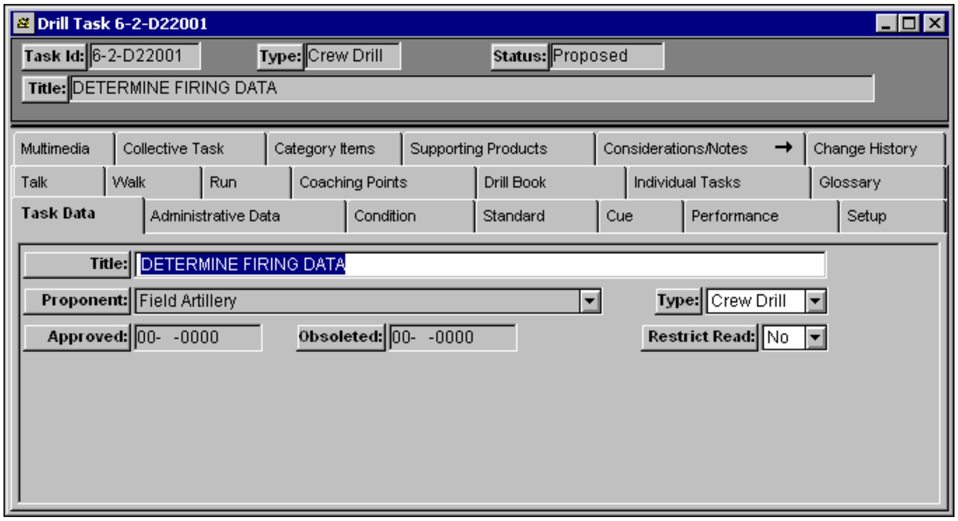


Figure 5-172: Drill Task Tab Folder

The tab folder view provides the user access to all the data associated with a record. A tab folder mimics the appearance of a tabbed file folder, and allows the user to select a new file or page from the file folder. This methodology is used because of the large amount of data associated with ASAT records.

At any time, only one tab can be visible. The user can switch from tab to tab by clicking on the desired tab with the mouse. The top portion of the **Drill Task** tab folder window is the header. This region contains the pertinent information about the record being viewed/edited such as its ID number and title. This region cannot be edited, but remains constant regardless of the selected tab. The 20 tab selections are described in the following sub-paragraphs:

> ***Note:** Three additional tab selections: **Environmental**, **Safety**, and **Remarks** are accessed by clicking the arrow next to the **Considerations/Notes** tab.*

5.11.3.1 Task Data Tab

The **Task Data** tab (Figure 5-172) contains the following fields:

Field	Description
Title[*]	Enter the title as it appears on the task.
Type	Select the type of task as battle or crew.
Proponent	Displays the functional proponent for the task.
Approved[*]	Displays the date the status was changed to *Active*.
Obsolete[*]	Displays the date the status was changed to *Obsolete* (inactive.)
Restrict Read	This drop-down list box is used to limit accessibility to the details of a record to only the people actively working on the record (point of contact, subject matter expert (SME)/analyst, or system administrator.) If the **Restrict Read** is set to *Yes*, the record will appear in the grid view, but will not allow users other than the point of contact, SME/analyst, or system administrator to open or edit the tab folder information. If the **Restrict Read** is set to *No*, users will have viewing and modification privileges as defined by the current ASAT user definition. Only the individuals listed above can set the record restriction.

[*] - The Task Title can only be edited for a newly inserted task (inserted from the maintenance grid window) and the **Approved** and **Obsolete Dates** cannot be edited at all on this window. Use the **Manage Drill Task** option on the Power Panel to affect these fields.

5.11.3.2 Administrative Data Tab

This **Administrative Data** tab (Figure 5-173) is a **detail** tab that contains **Point of Contact** and **Analyst/SME** information including **Name**, **Address**, **Email**, **Telephone**, and **Fax**. Also included are the **Proposed by**, **Analysis Initiated**, and **Completed** fields. Refer to section 9.4.1.1 for an explanation of how it operates.

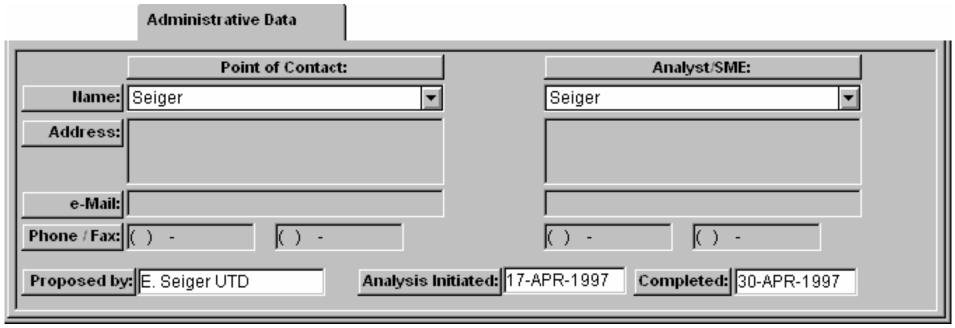


Figure 5-173: Administrative Data Tab

Select the **Name** from the drop-down list and the other information will be filled in. This other information is fed from the Personnel table on the **Support** button of the Power Panel. The **Proposed by** pane is an open text field where the name of the person who originally proposed the task is entered.

To enter the dates for the **Completed** and **Analysis Initiated** date fields, double-click on the associated pane to pop-up a calendar. Find the appropriate date on the calendar and double-click it. This will place that date in the pane.

5.11.3.3 Condition Tab

The **Condition** tab (Figure 5-174) is a **block** tab used to add a Condition to a Drill Task. Refer to section 9.4.1.2 for instructions on using **block** tabs.

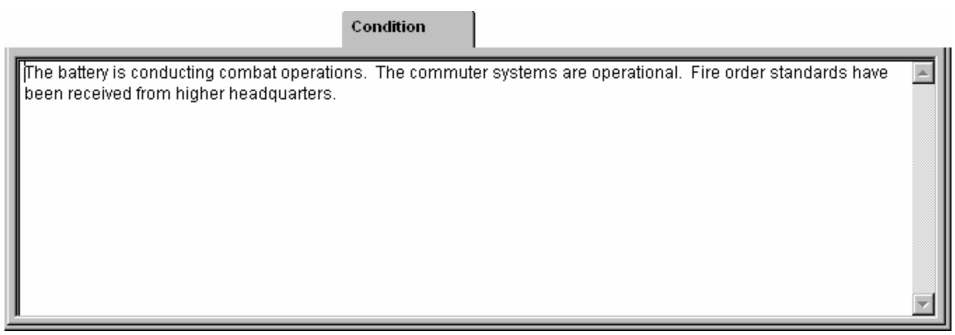


Figure 5-174: Condition Tab

5.11.3.4 Standard Tab

The **Standard** tab (Figure 5-175) is a block tab used to add a **Standard** to a Drill Task. Refer to section 9.4.1.2 for instructions on using **block** tabs.

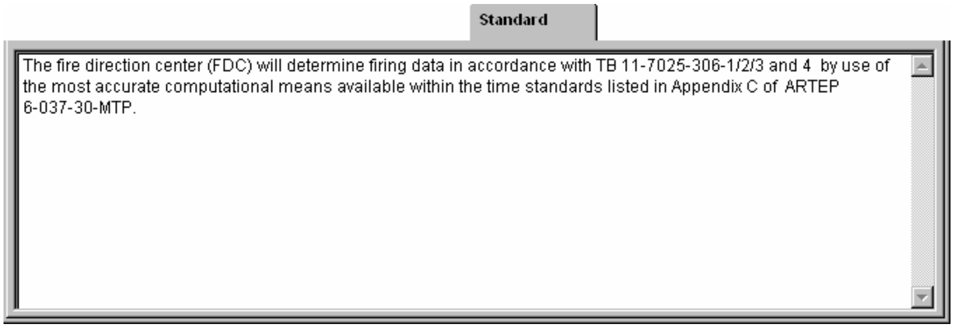


Figure 5-175: Standard Tab

5.11.3.5 Cue Tab

The **Cue** tab (Figure 5-176) is a **block** data tab that allows editing of the Cue statement for the current task. All Cue statements must describe what causes the drill to be performed.

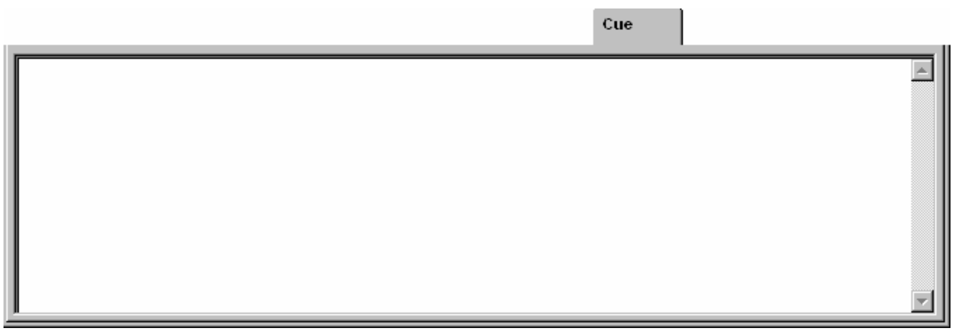


Figure 5-176: Cue Tab

This starting point is an action or event taken by a unit or individual that creates the necessity for a task to be performed. This information aids the training developer doing the design-to-design learning activities that attempt to duplicate or simulate the work environment. The cue(s) may be an order, a tactical situation, or anything that causes the task to be performed. For example, a starting point for Refuel Vehicles would be low fuel level.

Prepare the cue in a standard sentence format, e.g.: The company received a warning order from the battalion headquarters.

5.11.3.6 Performance Tab

The **Performance** tab (Figure 5-177) is a **block** tab used to verify an evaluation statement. Refer to section 9.4.1.2 for details on this window type.

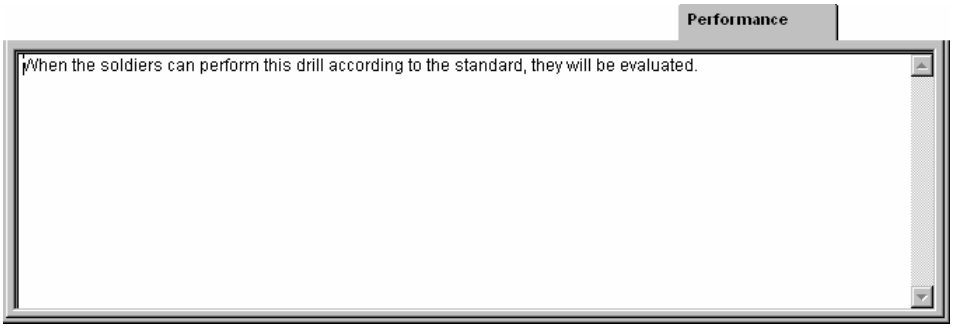


Figure 5-177: Performance Tab

5.11.3.7 Setup Tab

The **Setup** tab (Figure 5-178) is a **block** tab that provides instructions for arranging for the drill. Refer to section 9.4.1.2 for an explanation of how it operates.

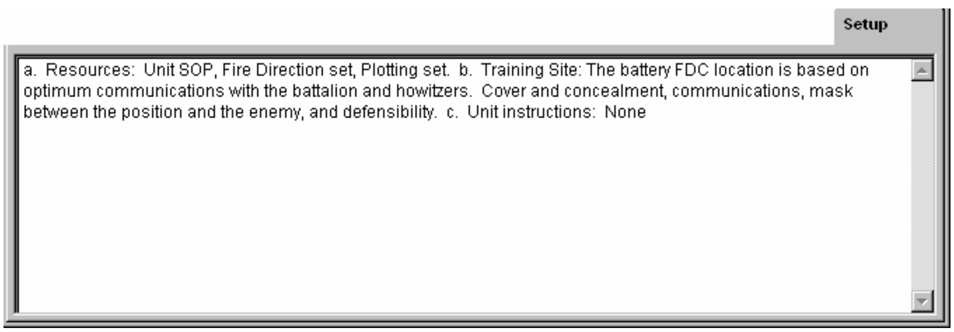


Figure 5-178: Setup Tab

1. Resources: Provides an explanation of the materials required to conduct the drill.
2. Training site: Provides the characteristics of the training area.
3. Unit instructions: Provides instructions for initial placement of unit and special instructions for arranging training.

5.11.3.8 Talk Tab

The **Talk** tab (Figure 5-179) is a **block** tab that provides instructions on how to describe and demonstrate the actions that make up the drill. Refer to section 9.4.1.2 for an explanation of how it operates.

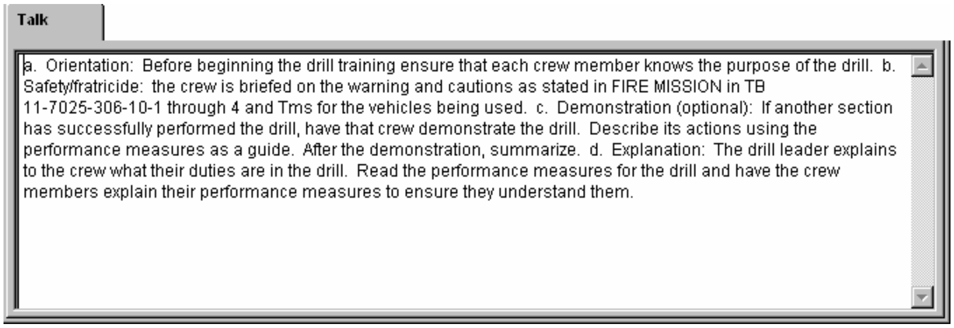


Figure 5-179: Talk Tab

1. Orientation: Provides instructions for presenting the training objective.
2. Safety/Fratricide: Provides instructions for specific safety measures to observe during the drill.
3. Demonstration: Provides instructions for an optional demonstration of the drill by another unit proficient in the drill.
4. Explanation: Provides instructions for explaining the performance measures using a chalkboard, a sand table, a piece of equipment, or a simple diagram drawn on the ground.

5.11.3.9 Walk Tab

The **Walk** tab (Figure 5-180) is a **block** tab that provides instructions on how to perform the drill at a reduced speed. Refer to section 9.4.1.2 for an explanation of how it operates.

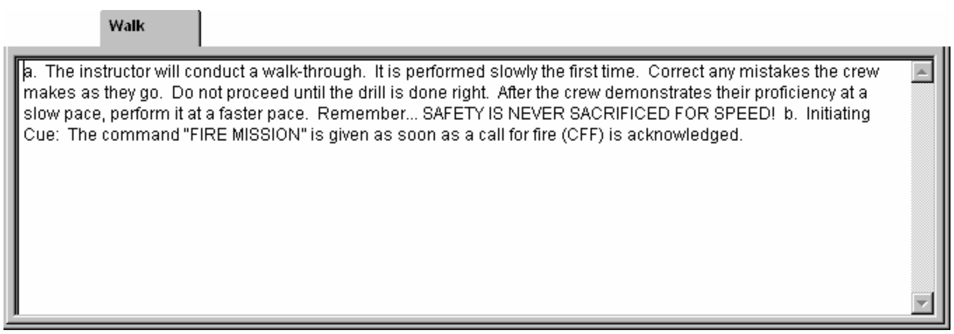


Figure 5-180: Walk Tab

5.11.3.10 Run Tab

The **Run** tab (Figure 5-181) is a **block** tab that provides specific instructions for practicing the drill. Refer to section 9.4.1.2 for an explanation of how it operates.

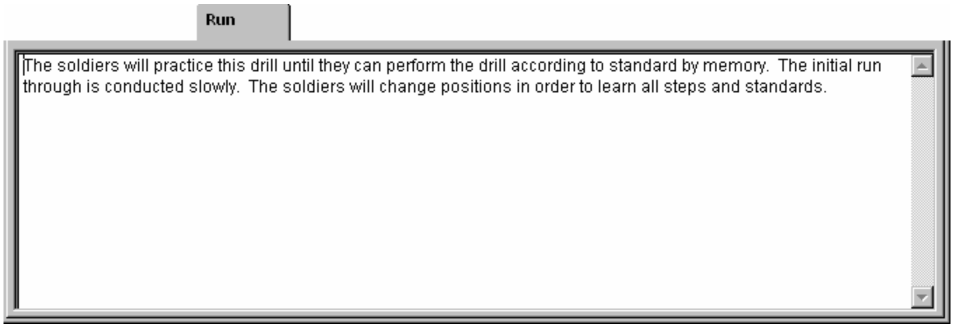


Figure 5-181: Run Tab

5.11.3.11 Coaching Points Tab

The **Coaching Points** tab (Figure 5-182) is a **block** tab that allows the developer to provide additional tips and hints to the drill manager on how to conduct a successful drill. Refer to section 9.4.1.2 for an explanation of how it operates.

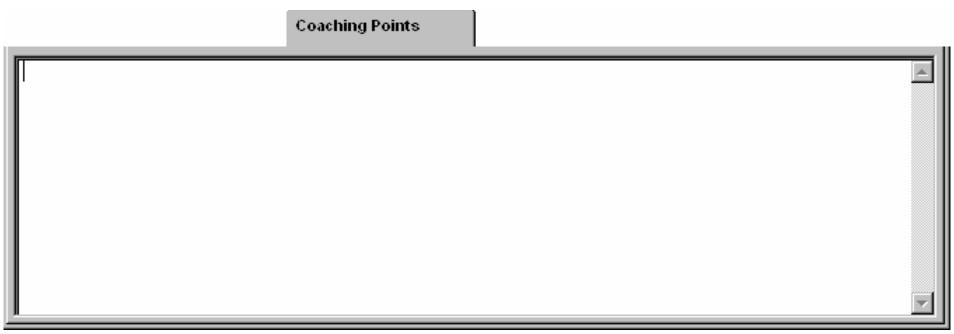


Figure 5-182: Coaching Points

5.11.3.12 Drill Book Tab

The **Drill Book** tab (Figure 5-183) is a **picklist** tab that allows the user to link Drill Books to the current Drill task, at the task level. Refer to section 9.4.1.3 for details on this tab type.

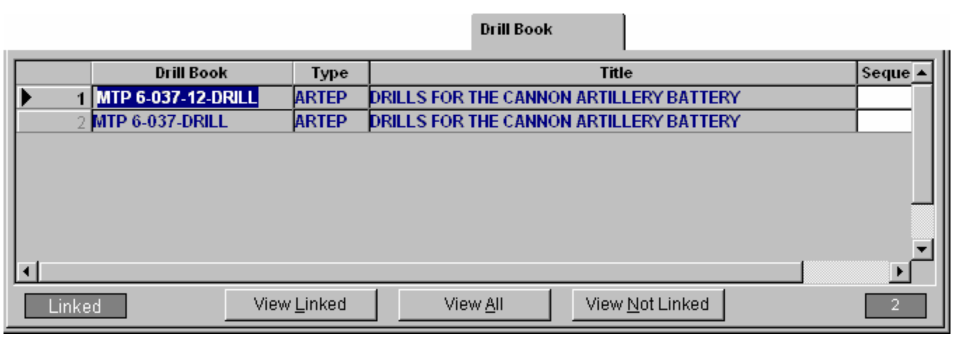


Figure 5-183: Drill Book Tab

This tab allows the user to connect Drill Books to the current Drill task, at the task level. To link one or more Drill Books, click the **View All** button for the picklist of Drill Books, and then double-click the Drill Book row to link it to the Drill Task. If the Drill Book is not available in the picklist, add it at the grid list at the **Create/Edit MTP/Drill Book** under the **Development** section of the **Collective** Module from the Power Panel to make the choice available here. The **Drill Book ID**, **Type**, and **Title** are view-only fields.

__Note:__ Users may enter a sequence identifier for linked tasks to identify the sequence where the drill task will appear in the Drill Book. The __Sequence Drill Book Tasks__ option on the Power Panel is the preferred place to sequence the drill tasks.

5.11.3.13 Individual Tasks Tab

The **Individual Tasks** tab (Figure 5-184) is a **picklist** tab that allows the user to link supporting Individual Tasks to the current drill task at the task level. However, it is preferred that the user link and unlink at the task step level for this tab. Connections can also be made from the Individual Task perspective at the **Individual Task** tab folder on the **Related Tasks** tab - **Supported Drill Tasks** tab (see section 6.5.2). Refer to section 9.4.1.3 for an explanation of how it operates.

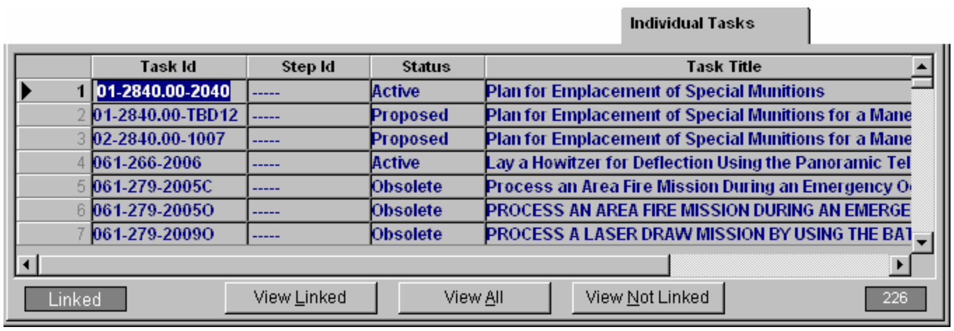


Figure 5-184: Individual Tasks Tab

__Note:__ The __Step ID__ column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.

Field entry procedures for linked records are as follows:

1. Move the scroll bar to the right to view all of the data.
2. Enter a **Practice Code** in the field provided.
3. Click the **Attach** button in the **MOS/Skill Levels** column to access a *MOS Selection* window that allows selection of the MOS and skill level. This listing is populated with entries based on the MOS links made for this individual task (**Occupations** tab to **MOS Links** tab.)

5.11.3.14 Glossary Tab

The **Glossary** tab (Figure 5-185) is a **picklist** tab that allows the user to connect Glossary Terms with definitions to the current Drill task. Refer to section 9.4.1.3 for an explanation of how it operates.

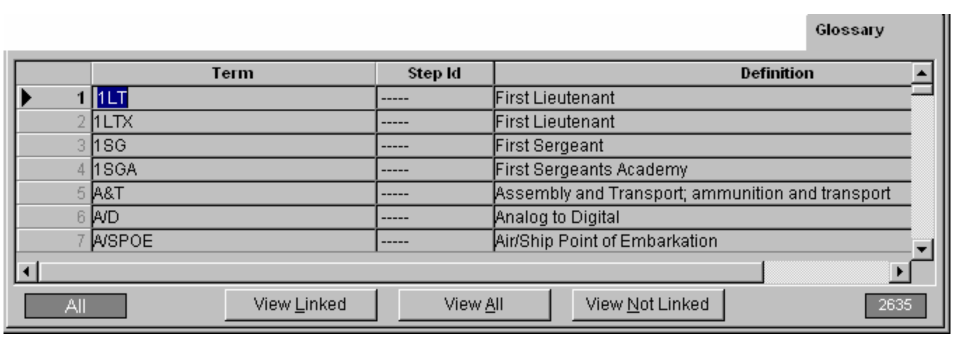


Figure 5-185: Glossary Term

__Note:__ The __Step ID__ column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only. It is preferred that linking and unlinking be accomplished at the step level for this tab.

5.11.3.15 Multimedia Tab

The **Multimedia** tab (Figure 5-186) is a **picklist** tab that allows the user to link Multimedia (audio/video clips, graphics, figures, tables, etc.) to the current Drill Task, at the task level. Refer to section 9.4.1.3 for an explanation of how it operates.

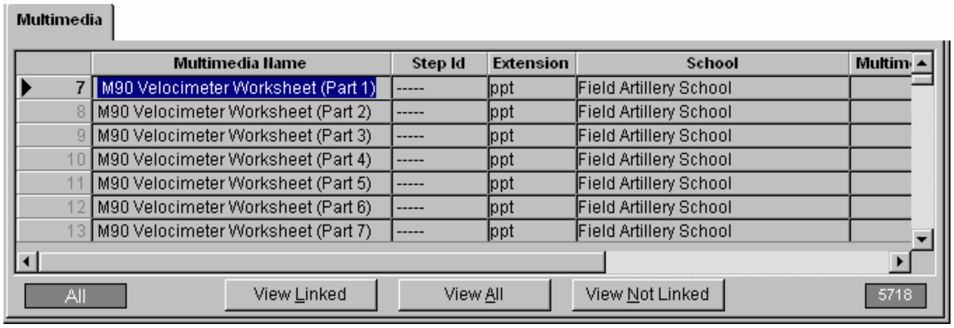


Figure 5-186: Multimedia Tab

The **Task Multimedia ID** and **Name** fields for the linked media will turn white indicating that information can be entered or edited. Enter the figure number for a graphic in the **Task Multimedia ID** field. It will display centered under the graphic. Enter a graphic name, not to exceed 165 characters, in the **Task Multimedia Name** field. The name will display centered below the graphic and the **Task Multimedia ID**.

> ***Note:*** *Multimedia linked on this screen will also be listed on the* ***Step Multimedia*** *tab. It is preferred that linking and unlinking be accomplished at the task step level for this tab.*

Graphics may be displayed by right-clicking on the desired row. If the graphic is found, it will be displayed in a window of its own. Refer to section 5.11.4.2 for a list of graphic files that are used.

> ***Note:*** *The* ***Step ID*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

5.11.3.16 Collective Task Tab

The **Collective Task** tab (Figure 5-187) is a **picklist** tab that allows the user to link supporting Collective Tasks to the current drill task at the task level. However, it is preferred that linking and unlinking be accomplished at the task step level for this tab. Refer to section 9.4.1.3 for an explanation of how it operates.

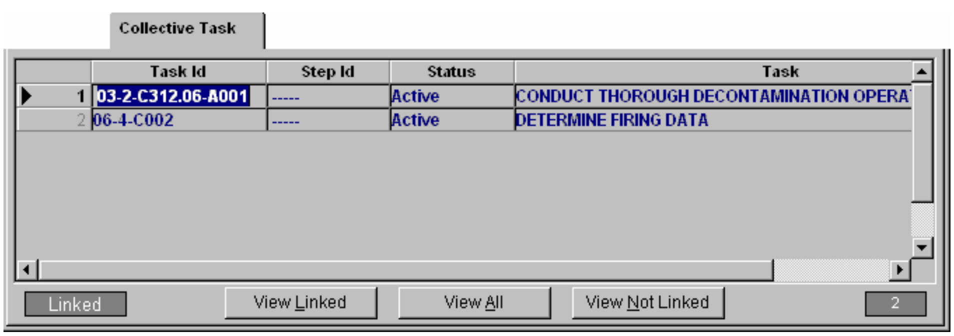


Figure 5-187: Collective Task Tab

> ***Note:*** *The* ***Step ID*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

5.11.3.17 Categories Items Tab

The **Categories Items** tab (Figure 5-188) is a **picklist** tab that allows the user to link Category items to the current drill task at the task level. Refer to section 9.4.1.3 for an explanation of how it operates.

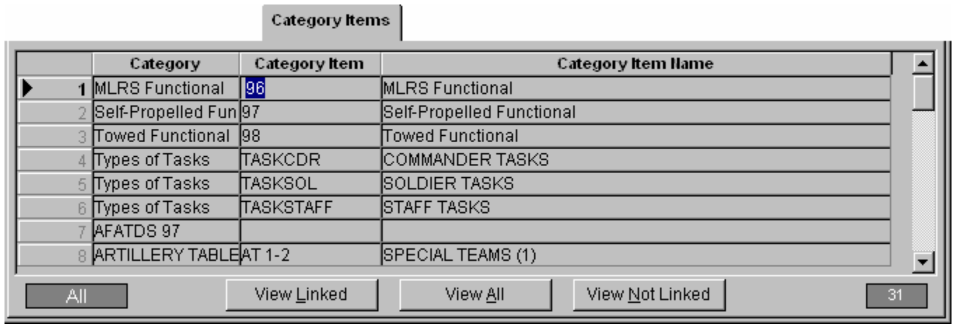


Figure 5-188: Category Items Tab

5.11.3.18 Supporting Products

The **Supporting Products** tab (Figure 5-189) is a **picklist** tab that allows the user to link Supporting Products to the current drill task at the task level. Refer to section 9.4.1.3 for an explanation of how it operates.

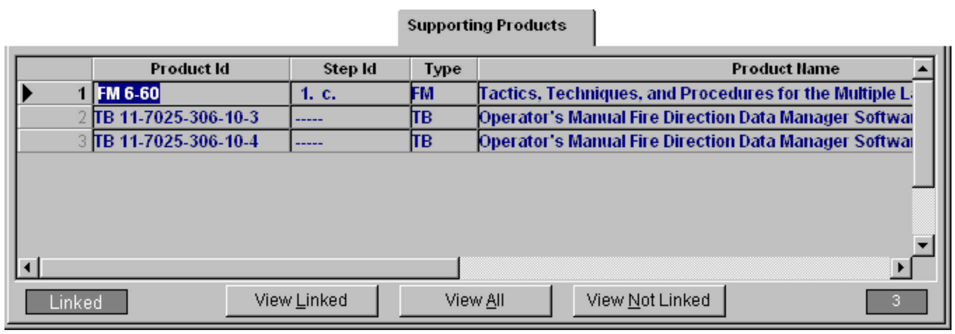


Figure 5-189: Supporting Products Tab

> ***Note:*** *The* ***Step ID*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level instead of the step level. It is recommended that linking be done at the step level for this tab.*

Each connection between a Drill Task and a Supporting Product allows the user to identify the supporting Product as *Required*. When the link is made, the **Required** field will become editable and *Yes* or *No* can be selected to indicate whether the product is a required or related supporting product. You can indicate if a product is the primary authority for the task from the *Yes*/*No* drop-down box next to the **Primary** field. Note that only one record on the tab can be identified as primary. The **Product/Source Information** field can be used to list paragraph numbers, page numbers, ISBN, type of civilian source (e.g., book, magazine, etc.), title of article, and an Army Source for any civilian references including a complete mailing address. The linked supporting products will appear in the *References* section of the current product.

5.11.3.19 Considerations/Notes Tab

When the **Considerations/Notes** tab is clicked, three additional tab folders are revealed for linking text data to the current Collective task, at the task level. They are:

- **Environmental Tab**

Figure 5-190: Environmental Tab

- **Safety Tab**

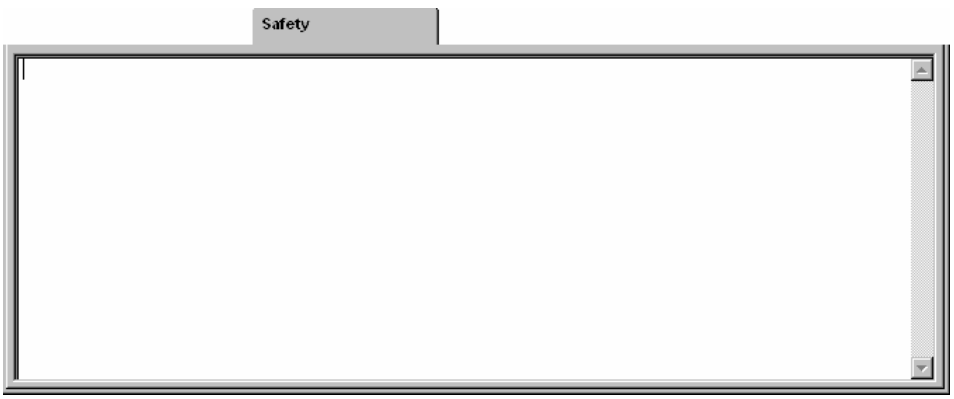


Figure 5-191: Safety Tab

- **Remarks Tab**

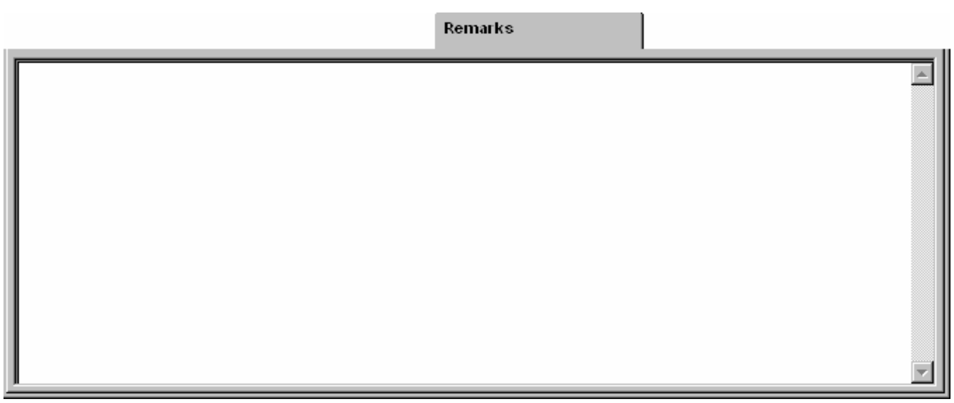


Figure 5-192: Remarks Tab

The previous three windows are all **block** tabs. Refer to section 9.4.1.2 for instructions on using **block** tabs.

5.11.3.20 Doctrine Tab

The **Doctrine** tab (Figure 5-193) is an **insert** tab that allows the user to link tasks to approved Field Manuals created via the **Doctrine** Module.

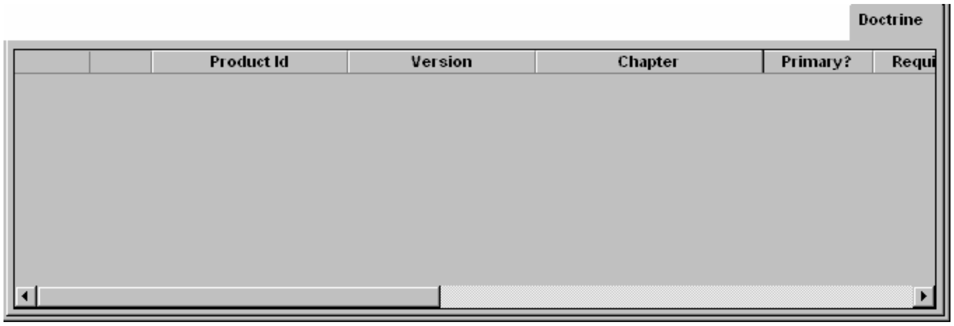


Figure 5-193: Doctrine Tab

Use the following procedures to create Doctrine links:

> ***Note:*** *The Doctrine Link feature requires that Microsoft Internet Explorer 4.0x (IE 4.0x) be installed on each ASAT user's computer.*

1. Select the **Insert Record** toolbar button or choose the **Insert Record** option from the **Data** menu. The *Doctrine Browse/Link* window appears providing a list of approved FMs, filtered by proponent, which are currently in the ASAT database.

   > ***Note:*** *Refer to section 4.6, Edit Menu - Create Links, for additional information on the Doctrine Browse/Link window.*

2. After selecting the desired FM, chapter, or text; click on the **Make Link** button at the *Doctrine Browse/Link* window to link the data. The linked data appears on the tab.
3. Click on the **Data** menu and select the **Save** option or click the **Save** toolbar button to save the linked data.
4. Repeat the previous steps to link additional Doctrine data.

To delete a record link, place the cursor on the row and select the **Data** menu and choose the **Delete Record** option or choose the **Delete Record** toolbar button.

To edit a record link, place the cursor on the row and double-click the **View** button or right-click the mouse button and choose **Edit Link**. The *Doctrine Browse/Link* window displays the linked area of the document allowing you to choose a different link.

The following columns appear on this tab:

Field	**Description**
Product ID	Displays the product number.
Version	Displays the latest change (version) of the product.
Chapter	Displays the product chapter name.
Primary?	Indicates (*Yes*/*No*) if this is the first (main) reference for the task.
Required?	Indicates if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Linked Text	Displays the selected document text.

5.11.4 Drill Outliner

The **Outline Editor** is the tool used to perform word-processing type development work in ASAT for drill task steps. It provides a method for easily rearranging information while maintaining a hierarchical outline format and paragraph numbering system.

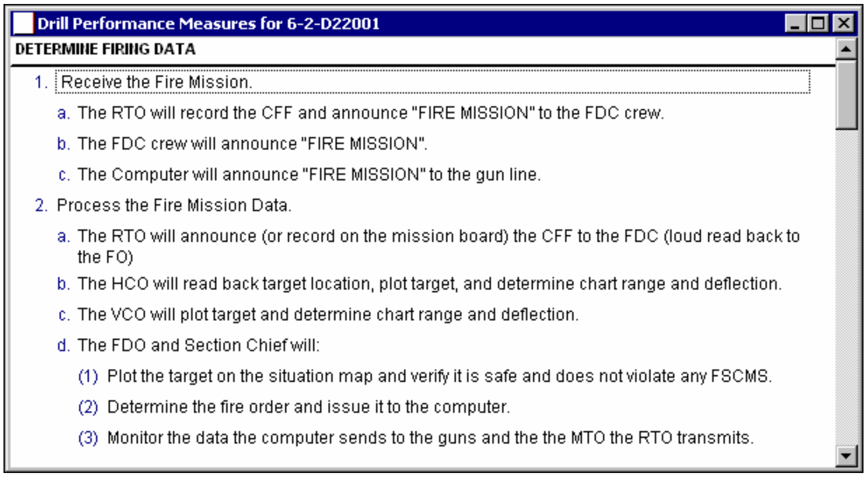


Figure 5-194: Drill Outliner Example

Refer to section 5.3.3 for a brief explanation of how to use the Outliner in developing collective task steps, which parallels development for drill task steps. Refer to section 9.5 for a detailed explanation of how to use the Outliner. The tab selections are described in the following sections.

5.11.4.1 Supporting Products Tab

The **Supporting Products** tab (Figure 5-195) is a picklist tab that allows the user to connect Supporting Products (references) to the selected Drill Task step.

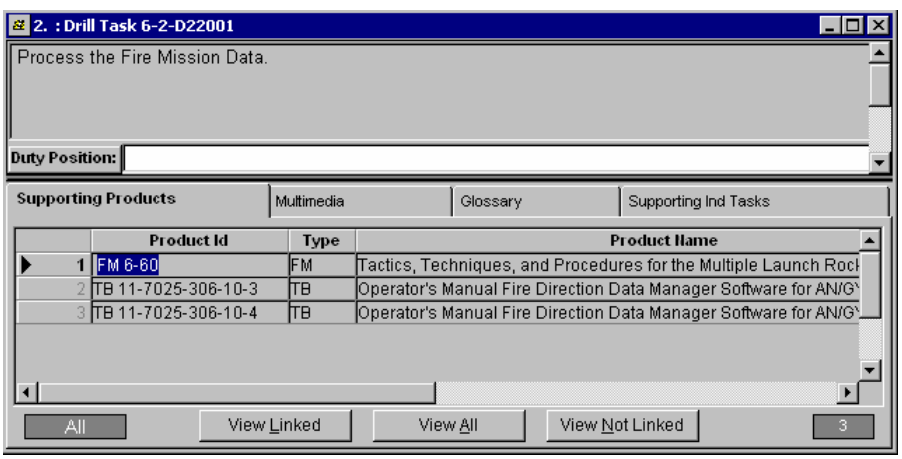


Figure 5-195: Supporting Products Tab

Special Note: *When first used, the* ***View All*** *and* ***View Not Linked*** *buttons function a little differently than at the task level on this screen. When the* ***View All*** *or* ***View Not Linked*** *button is clicked, a products filter screen does not display if links have previously been made at the task or step level. Instead, a pre-filtered list consisting of all supporting product records currently linked at the task level and the step level displays. The assumption is that you have previously linked products at the task level during your initial development effort and are now linking those records to specific steps. If the list is insufficient, you can select menu option* ***View\Filter by… Linked Data*** *to access the filter screen and specify the selection of additional records while on the* ***View All*** *or* ***View Not Linked*** *window.*

Each connection between a Drill Task step and a Supporting Product allows the user to identify the supporting Product as *Required*. When the link is made, the **Required** field will become editable and *Yes* or *No* can be selected to indicate whether the product is a required or related supporting product. You can indicate if a product is the primary authority for the task from the *Yes*/*No* drop-down box next to the **Primary** field. Note that only one record on the tab can be identified as primary. The **Product/Source Information** field can be used to list paragraph numbers, page numbers, ISBN, type of civilian source (e.g., book, magazine, etc), title of article, and an Army Source for any civilian references including a complete mailing address. The linked supporting products will appear in the *References* section of the current product.

The **Product ID**, **Type**, and **Title** are view-only fields.

5.11.4.2 Multimedia Tab

The **Multimedia** tab (Figure 5-196) allows the user to link Multimedia (audio/video clips, graphics, figures, tables, etc.) to the current Drill Task step. Graphics may be displayed by right-double-clicking on the desired row. If the graphic is found, it will be displayed in a window of its own. See the special note under section 5.11.4.1, Supporting Products Tab, as this also applies for this tab.

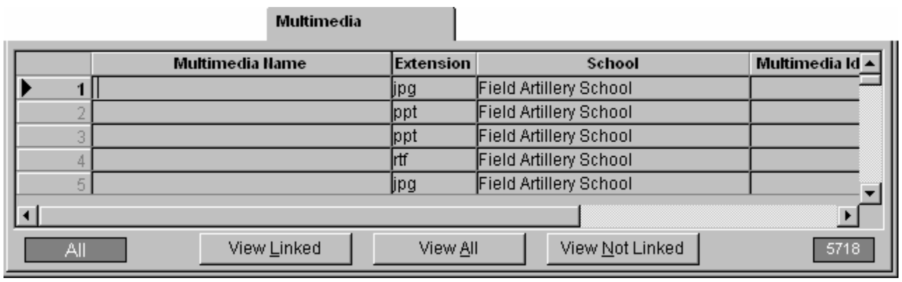


Figure 5-196: Multimedia Tab

Graphics may be displayed by right-clicking on the desired row. If the graphic is found, it will be displayed in a window of its own.

Graphics files shown below will be displayed automatically in ASAT RTF documents when viewed using MS Word. (***Note:*** all the graphic files listed may not be applicable to ASAT.)

AutoCAD Format 2-D (.dxf) file
Computer Graphics Metafile (.cgm) file
CorelDraw (.cdr) file
Encapsulated PostScript (.eps) file
Enhanced Metafile (.emf)
Graphics Interchange Format (.gif) file
JPEG File Interchange Format (.jpg) file
Kodak Photo CD (.pcd) file
Macintosh PICT (.pct) file
Micrografx Designer/Draw (.drw) file
PC Paintbrush (.pcx) file
Portable Network Graphics (.png) file
Tagged Image File Format (.tif) file
Targa (.tga) file
Windows Bitmap (.bmp, .rle, .dib) file
Windows Metafile (.wmf)
WordPerfect Graphics (.wpg) file
PowerPoint (.ppt) file

Any other Multimedia Files in the ASAT RTF document will be identified with the message, "Multimedia attached! Click here then press F9." When F9 is pressed, an icon or a representation of the multimedia object will be displayed. To view, display, or play the multimedia object, double-click on the icon or representation. The system will attempt to call the associated application.

5.11.4.3 Glossary Tab

The **Glossary** tab (Figure 5-170) is a picklist tab that allows the user to connect Glossary terms to the selected Drill task step level. See the special note under section 5.11.4.1, Supporting Products Tab, as this also applies to this tab.

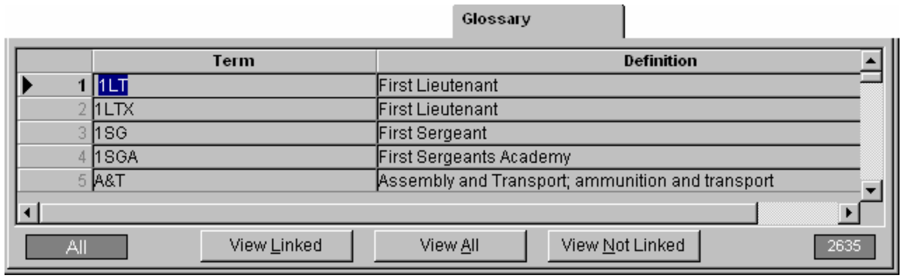


Figure 5-197: Glossary Tab

If the Glossary term is not available in the picklist, add it at the grid list at the **Glossary** option under the **General** section of the **Support** Module from the Power Panel to make the choice available here. The **Term** and **Definition** fields are view-only.

5.11.4.4 Supporting Individual Tab

The **Supporting Individual** tab (Figure 5-198) is a picklist tab that allows the user to connect Supporting Individual Tasks to the selected Drill task step level. See the special note under section 5.11.4.1, Supporting Products Tab, as this also applies to this tab.

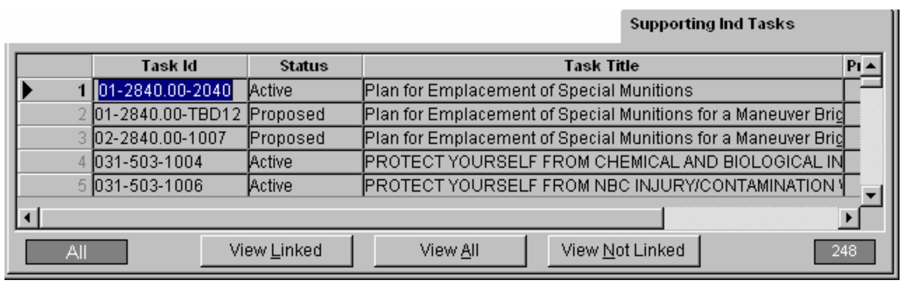


Figure 5-198: Supporting Individual Tab

The linked record will turn blue allowing field entry.

Field Entry Procedures:

1. Enter a **Practice Code** in the field provided.
2. Click the **Attach** button in the **MOS/Skill Levels** column to access a *MOS Selection* window that allows selection of the MOS and skill level. This listing is populated with entries based on the MOS links made for this individual task (**Occupations** tab to **MOS Links** tab).

5.11.4.5 Doctrine Tab

The **Doctrine** tab (Figure 5-199) is an **insert** tab that allows the user to link Drill Task Steps to approved Field Manuals created via the **Doctrine** Module. Links can also be made at the Drill Task level. See section 5.11.3.20, Drill Task Doctrine Tab, for more information.

Figure 5-199: Doctrine Tab

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CHAPTER 6

INDIVIDUAL TASK DEVELOPMENT

6.1 Individual Task Development Overview

The following topics are covered in this chapter:

The purpose of individual task development is to produce standard task data to support the development of Soldier Training Publications (STPs), institutional courses, exportable training programs, and Training Aids, Device, Simulators, and Simulations (TADSS). For example, quality individual task data will help ensure that a task summary in the 11M40 Soldier's Manual does not conflict with how the same task is taught in the Infantry School's Advanced Noncommissioned Officers Course. Procedures for developing individual task analysis are described in TRADOC Regulation 350-70, *Training Development Management, Processes, and Products*. ASAT assists individual task analysts and training developers by providing them with an automated database to perform the following major functions:

- Identify who performs an individual task, to include the Military Occupational Specialty (MOS) or branch code, the skill level, and the duty position.

- Define individual task content by developing task conditions, standards, and task steps.

- Link individual tasks to related task information such as references, collective tasks supported, and courses.

- Use individual task content to develop training support packages.

6.2 Create or Edit Soldier Training Publication (STP) Data

This section will guide you through the procedures for setting up a new STP or an existing STP so you can work with the individual tasks. You have a choice of either working in the **Soldier Training Publication (STP) Wizard** (described in section 6.2.1) or at the **STP** tab folder window (described in section 6.2.2.3.) The **STP Wizard** will take you step-by-step through most of the decision-making process. However, you need to make some careful decisions along the way to ensure you do not overwrite valid existing task data. The Tab Folder window allows you the flexibility of selecting any tab folder to work on and to do more extensive linking.

6.2.1 Create or Edit an STP using Soldier Training Publication (STP) Wizard

6.2.1.1 Create a New STP using the STP Wizard

Step 1: From the *ASAT Power Panel* (Figure 6-1), click on the **Individual** Module and highlight the **Soldier Training Publication (STP) Wizard** menu option. Double-click or click on the **Open** button to access this menu option.

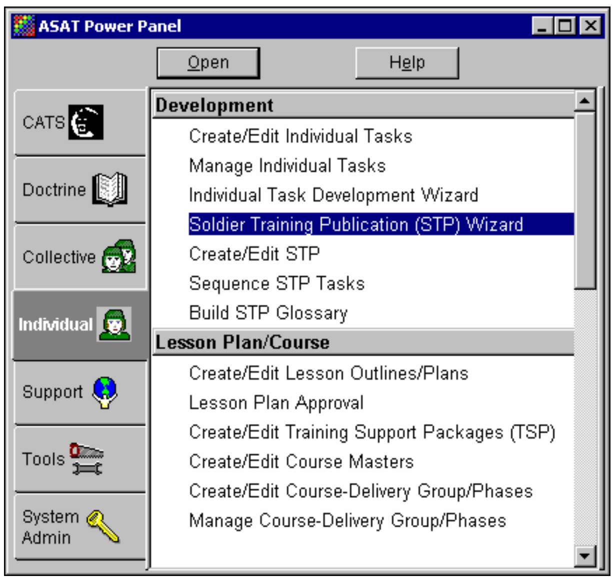


Figure 6-1: Power Panel – STP Wizard Menu

Once the selection has been made at the Power Panel, the *STP/OFS Wizard - Select STP to Edit or Create* window (Figure 6-2) appears, shown as follows:

Step 2: Select the **Create New STP/OFS Manual** option under **Edit Options** and click on **Next>**.

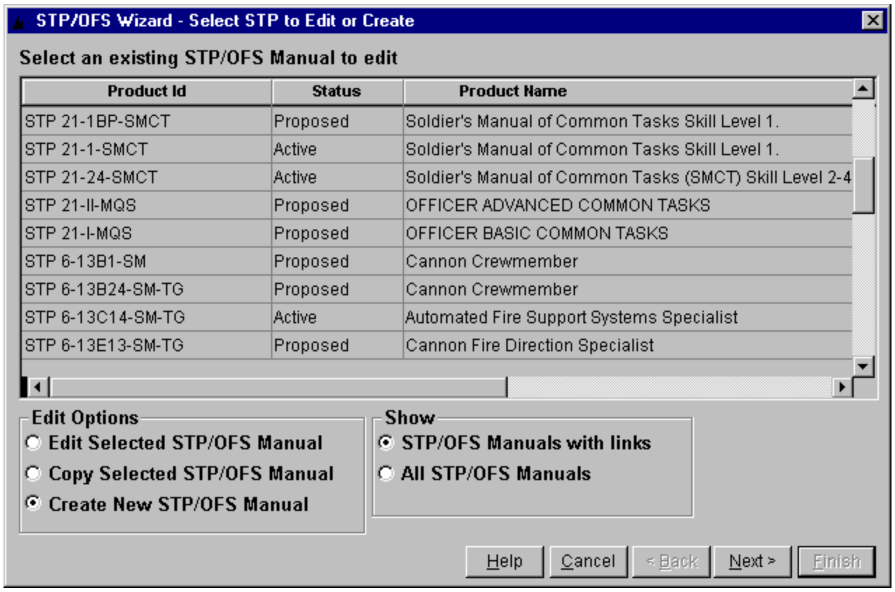


Figure 6-2: Select STP to Edit or Create Window

The *STP/OFS Wizard - Select STP to Edit or Create* window has three panes. The **Top** pane is a picklist of STPs. The **Show** pane controls which STPs appear in the picklist. The default **STP/OFS Manuals with Links** choice only shows the STPs with individual task links. The **All STP/OFS Manuals** choice shows those with and without links. The **Edit Options** pane offers three choices: **Edit Selected STP/OFS Manual**, **Copy Selected STP/OFS Manual**, and **Create New STP/OFS Manual**.

Each screen includes the following buttons:

Help opens the help information for the particular window.
Cancel exits the Wizard without saving any changes made during the current Wizard session.
Back returns to the previous screen and leaves entries as they are on the current screen.
Next opens the next window.
Finish saves changes and exits the Wizard.

Step 3: Give the **STP** a publication number and title.

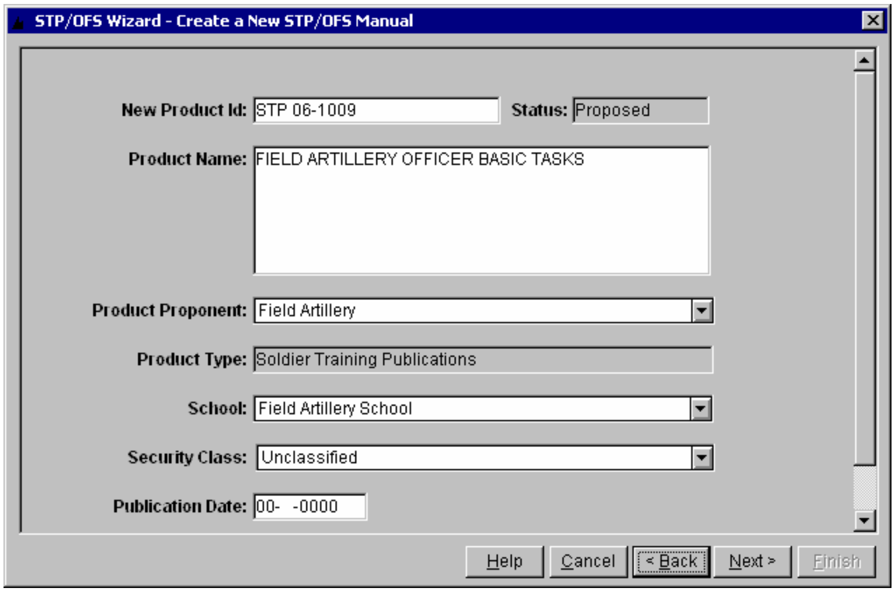


Figure 6-3: Create STP/OFS Manual Window

At the *Create a New STP/OFS Manual* window (Figure 6-3), enter a product ID and name for the new STP in the appropriate fields. TR 350-70 describes the procedures for naming an STP. If you are developing a draft STP for a special project, such as a user test, you may want to add a "qualifier" to the product number so you can differentiate it from fielded STPs. For example, if you are developing an STP to support testing of the Future Scout Vehicle, you might assign a Product ID of STP 17-19D3-FSV-SM-TG. FSV would be the qualifier in this case.

The **Product Proponent** and **School fields** are filled in automatically based on the schools and proponents associated with the ASAT database site ID. For STPs, the proponent and the school will almost always be the same. However, that is not always true. The **Product Proponent** for an Ordnance MOS would be Ordnance while the **School** could be the Ordnance School or the Ordnance Missile and Munitions School.

You may select a security classification from the drop-down list box. Also, if desired, enter a publication date for the new STP. You may choose to leave this field blank since the proposed date may change several times prior to publication. When you have entered all desired data on this screen, click on **Next>**.

Step 4: Select the **Military Personnel Class Type Code**.

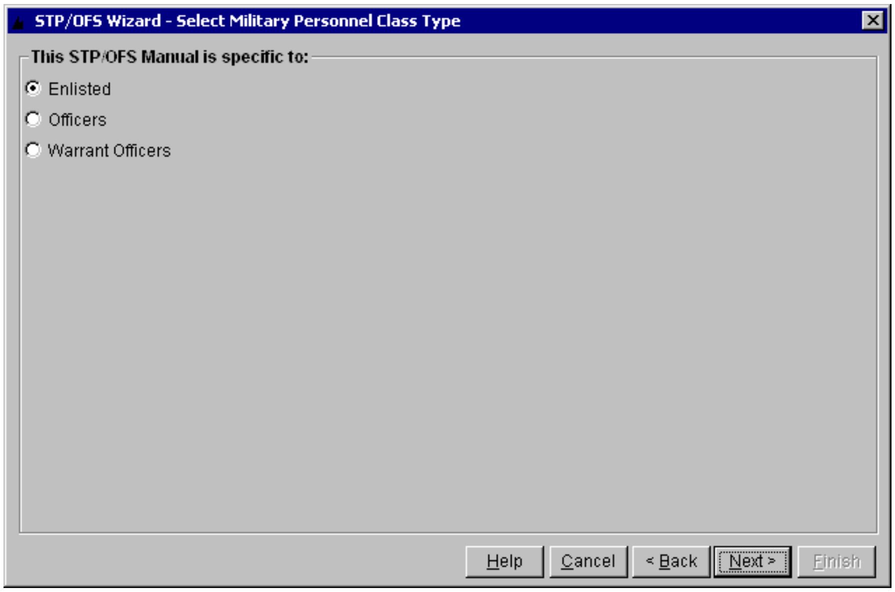


Figure 6-4: Select Military Personnel Class Type Window

The target audience for your STP will be either: Enlisted soldiers, Officers, or Warrant Officers. The default is *Enlisted*. After you have selected a military personnel type code, click on **Next>**.

Step 5: Link **STP to MOS/Skill Levels**.

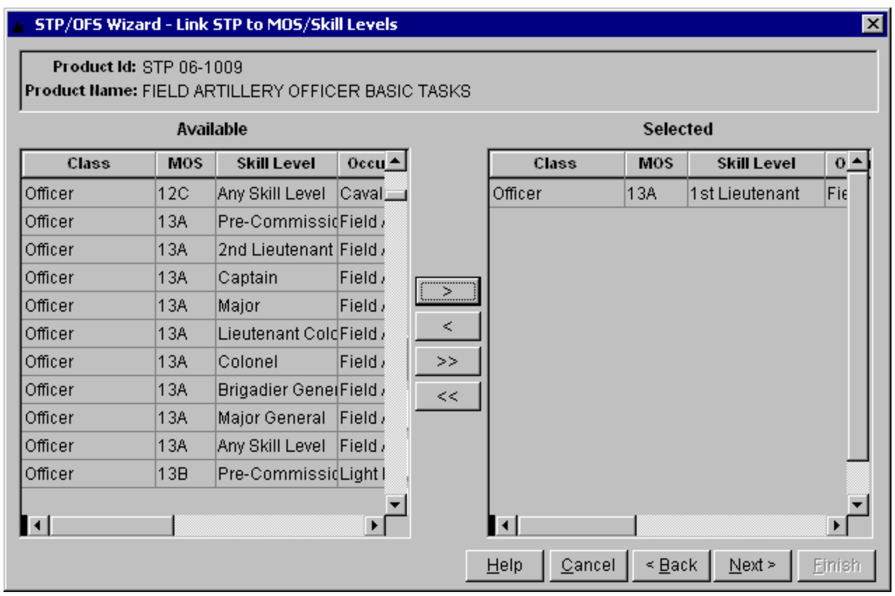


Figure 6-5: Link STP to MOS/Skill Levels Window

The **STP Wizard** displays a screen with two windowpanes. The windowpane on the left contains all the MOSs and skill levels in your database. The MOSs are listed in numerical order. Some STPs may address more than one MOS, while other STPs will include only one. Hold down your **[CTRL]** key and use your mouse to select all the MOS/SLs in the left windowpane that you want to link to your new STP.

- Note that ASAT includes an MOS called "*COM*". You would link this "MOS" to your STP only if you are developing a common task soldier's manual or OFS common manual.

- When you have finished selecting MOS/Skill Levels, click on the > button in the middle of your screen. The highlighted elements will move from the left windowpane to the right windowpane. They have now been linked to your new STP.

> ***Note:*** *All of the linking windows in the wizard follow the same procedures. You can link all the items in the left window to your STP by clicking on the >> button. You can remove all elements from the right window by using the << button or you can remove selected elements by highlighting them and using the < button. When you have entered all desired data on this screen, click on* ***Next>****.*

Step 6: Add/Edit/Sequence Subject Areas.

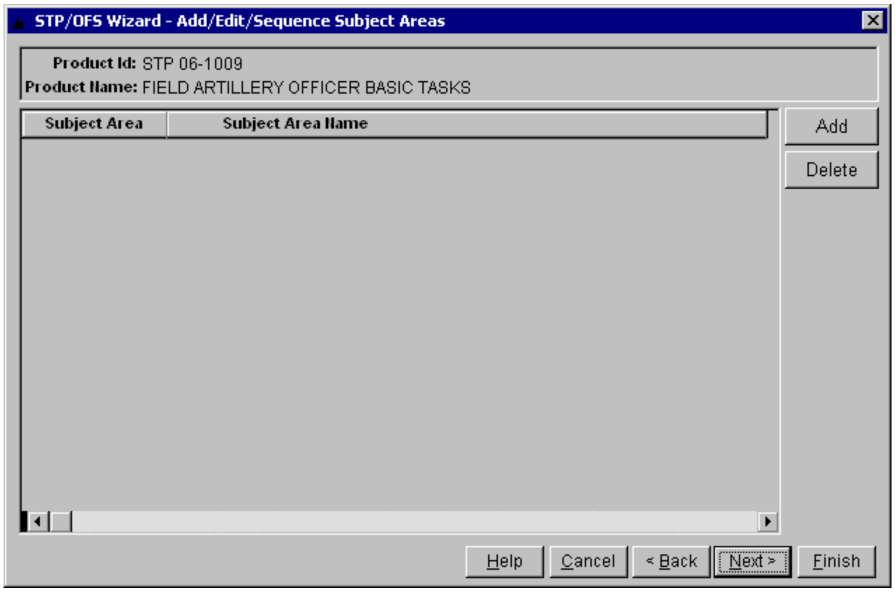


Figure 6-6: Add/Edit/Sequence Subject Areas Window

- This screen allows you to identify the subject areas under which tasks will be grouped in the STP's table of contents.
- If you are creating a new STP, the window will be empty. Click on the **Add** button to add new subject areas. Enter a subject area code consisting of one or more digits. Move to the next column to enter a title for that subject area. Click on the **Add** button to continue adding subject areas.
- When entering the subject area title, remember that it will appear *exactly* the same way in the STP table of contents. For example, if you use all capital letters when inputting subject areas into the **Wizard**, then the subject area titles in the STP table of contents will appear in capital letters.
- If you want to delete a subject area, click on the **Delete** button. You will receive a message asking if you are sure you want to delete the subject area. If you answer *Yes*, the subject area will be deleted.
- Although this screen is called **Add/Edit/Sequence Subject Areas**, it does not allow you to alter the sequence of subject areas, except by adding, deleting, and renumbering them.

> ***Note****. You can exit from the* ***Soldier Training Publication (STP) Wizard*** *any time after this point by clicking on the* ***Finish*** *button. Any work performed to that point would be saved.*

Step 7: Link Subject Area to Task.

Select the tasks at the filter screen that will be included in the **STP** and group them into subject areas.

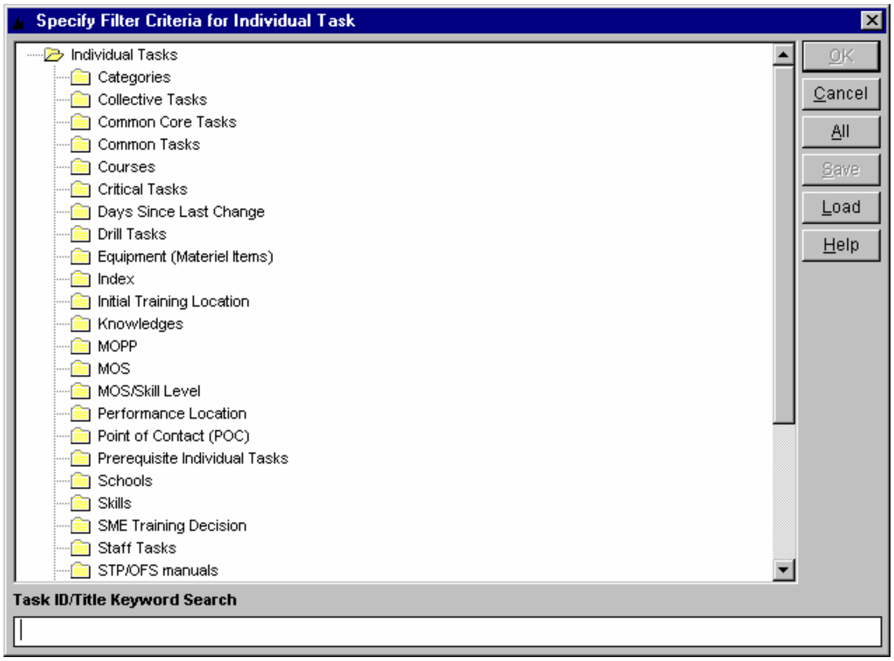


Figure 6-7: Filter Screen for Individual Task

At this point, you need to ask yourself: "Do I want to create all *new* tasks for this new STP or do I want to copy some existing tasks from a current STP?" If you want to copy existing tasks, then proceed with this task step by selecting the tasks and clicking the **OK** button. If you want to create all new tasks, click on the **Cancel** button on the filter screen, and the **STP Wizard** will show an "empty" window. Click on the **Next>** button at the Wizard window and continue using the **Wizard**.

- The **STP Wizard** gives you the option of filtering individual tasks. If you do not want to filter tasks, click on the **All** button. Usually, it is a good idea to filter, because it limits the size of your "picklist." For example, if you are developing a new 19D skill level 3 STP for the Future Scout Vehicle, you may want to filter on an existing 19D skill level 3 STP. That existing STP's task list will provide you with a starting point for your Future Scout Vehicle STP, even if you decide not to include many of the tasks.
- The *Specify Filter Criteria for Individual Task* works just like other filter screens in ASAT. You can filter tasks by criteria such as **Occupations/Branches**, **Schools**, and **Equipment**. However, the most useful filter is the **STP/OFS manuals**. If you double-click on that filter, it will provide you with a list of all STPs on your database to which subject areas have been linked. Click on the one(s) you want to filter by and then click on the **OK** button.

The filtered STP/OFS tasks will appear in a windowpane on the left side of your screen, as shown in Figure 6-8:

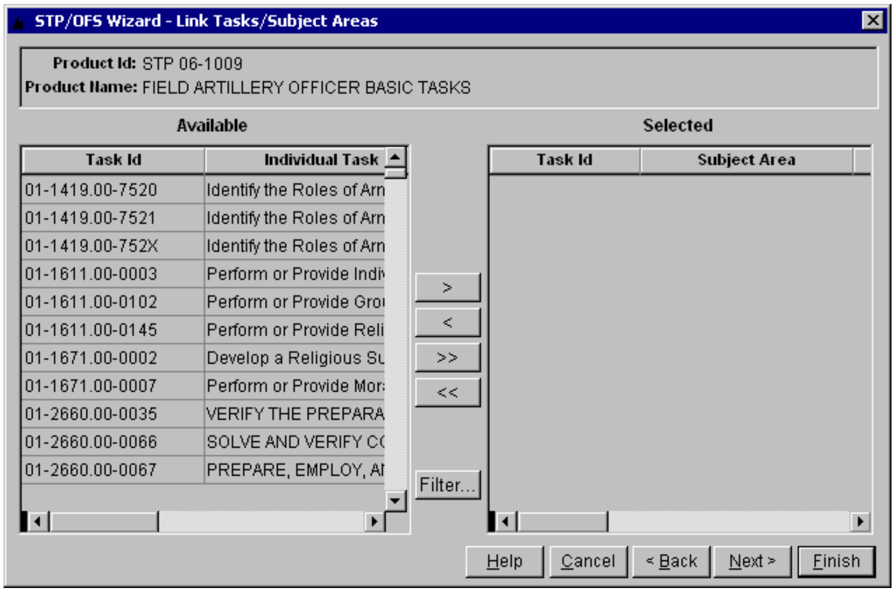


Figure 6-8: Link Tasks/Subject Areas (Available)

Select the tasks you want to link to the subject areas in your STP and move them from the left windowpane to the right windowpane. Use the **[CTRL]** key and your mouse to select tasks in the left windowpane, just as you did with the MOS/skill levels. Click on the > button to move the highlighted tasks to the right windowpane. Once a task is moved to the selected windowpane, the **Subject Area** column will turn white. Click on the down-arrow to display the list of subject areas. Click on a subject area to link it to the selected task.

TIP: *View the tasks in subject area order by double-clicking on the* ***Subject Area*** *column header.*

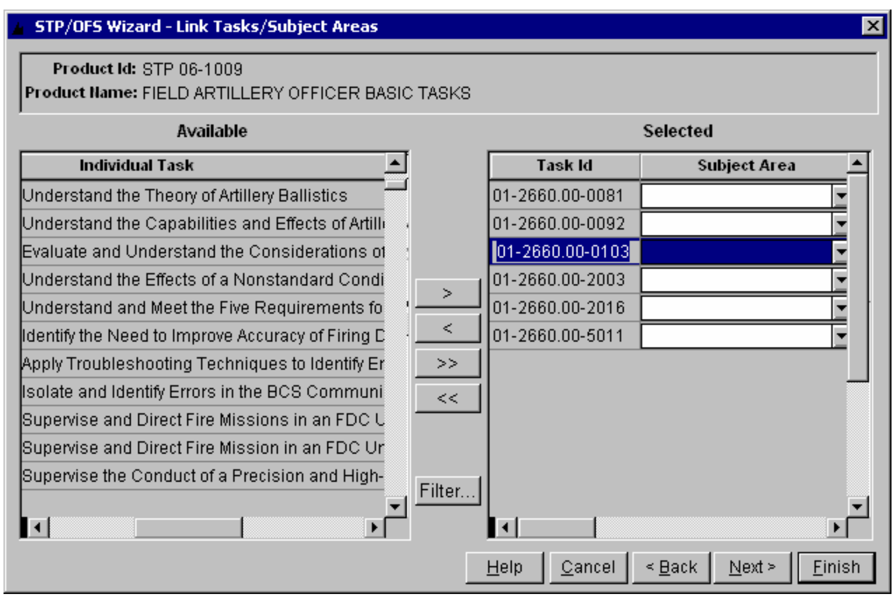


Figure 6-9: Link Tasks/Subject Areas (Selected)

CAUTION: *Do not edit your individual tasks until you have read Step 11 and determined if you need to copy existing tasks to prevent changes to current STPs.*

When you are finished selecting tasks and linking to subject areas, click on the **Next** button.

Step 8: Create the **Glossary** for your **STP** (Link STP to Product Terms.)

You can use the **STP Wizard** to link product terms to your STP. You probably do not want to build the glossary until you have developed the task summaries in your STP.

A *Specify Filter Criteria for Glossary Terms* screen (Figure 6-10) will display. You can use this screen to limit your picklist. The filter allows you to limit the list of acronyms and/or an alphabetic range, save a filter or load a saved filter. Refer to section 9.2 for details on using the ASAT filter.

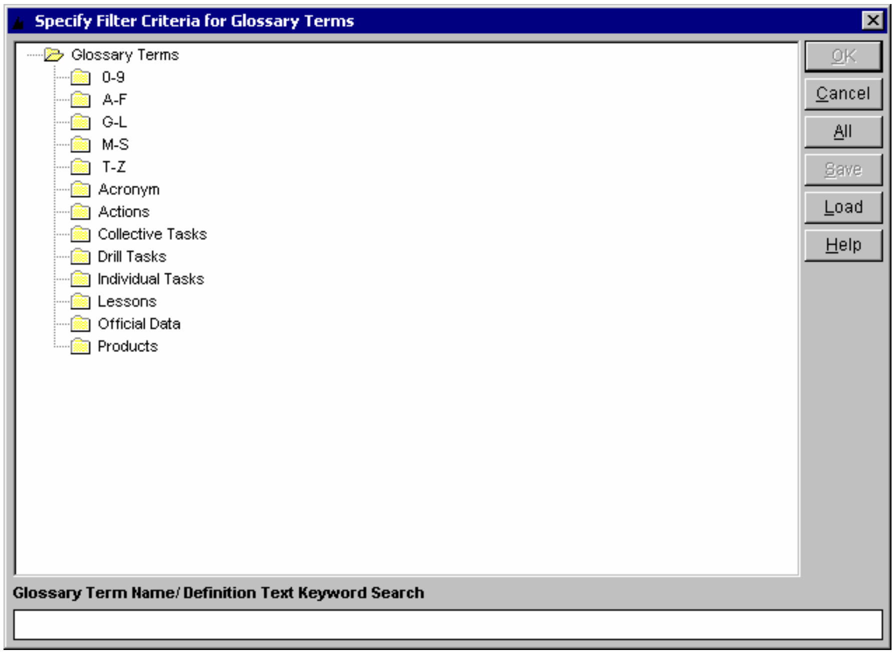


Figure 6-10: Glossary Filter Screen

After selecting a filter, a *Product Terms* screen (Figure 6-11) will appear:

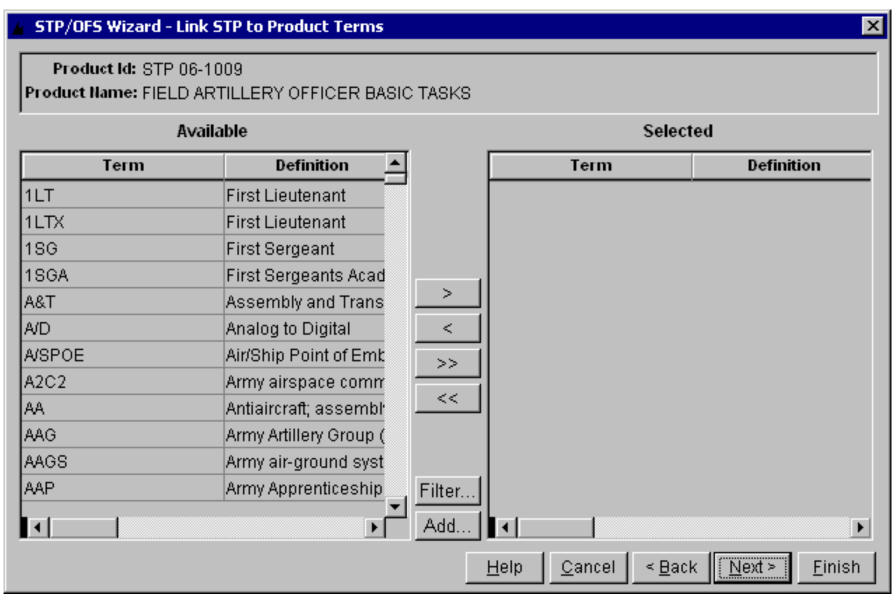


Figure 6-11: Link STP to Product Terms Window

Even if you do not build the glossary at this time, you can use the **STP Wizard** later to link terms and to add terms for selection by clicking on the **Add** button between the two windowpanes. You can also use another **Individual** Module menu option, the **Glossary Builder**, to automatically create a glossary for your STP.

If you want to continue using the **Soldier Training Publication (STP) Wizard**, click on the **Next** button. If you do not want to link your **STP to Supporting Products** then click on the **Finish** button and go to section 6.15, Print Individual Data Reports, for instructions on how to print an STP RTF file.

Step 9: Link **STP** to Supporting Products.

You can also use the **STP Wizard** to link supporting products (or references) to your STP. As with the glossary, you probably do not want to list your references until you have developed the task summaries. You can use the **STP Wizard** later to edit your STP and add the references.

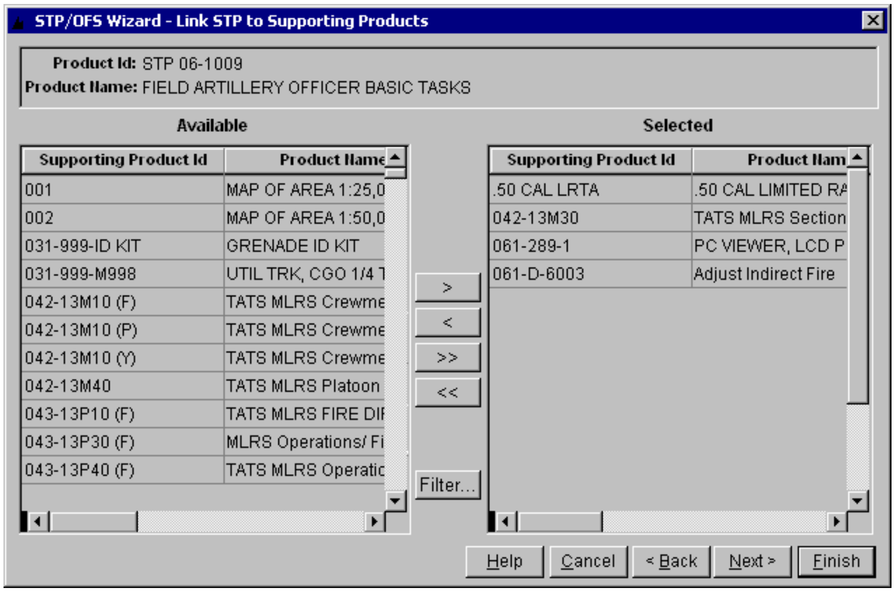


Figure 6-12: Link STP to Supporting Products Window

If you want to list your supporting products now, click on the **Filter** button to produce a filter screen to limit your picklist. For example, if you want to list only field manuals and technical manuals as references, you can use the *Specify Filter Criteria for Products* screen (Figure 6-13) to limit your picklist to those types of products only.

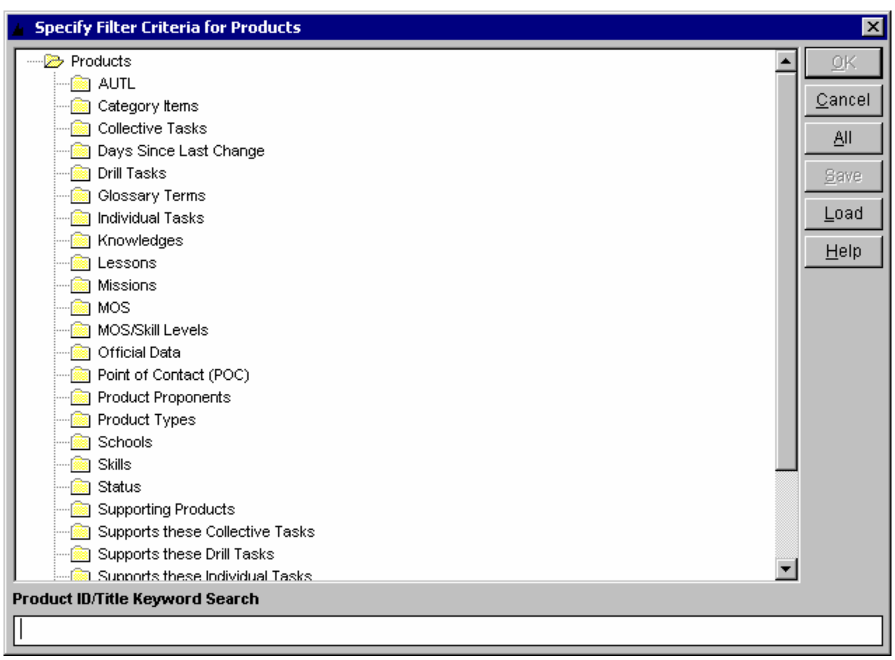


Figure 6-13: Specify Filter Criteria for Products Screen

Your filter selection will produce a list of all FMs and TMs in your database in a window on the left of your screen. As with other **Wizard** screens, you can select the products you want to link and move them to the windowpane on the right.

If you want to continue using the **STP Wizard**, click on the **Next** button.

Step 10: STP/OFS Manual Synopsis Report.

The last **Wizard** screen gives you the option of creating a Rich Text Format (RTF) file of the STP, which you can print from a word processing program.

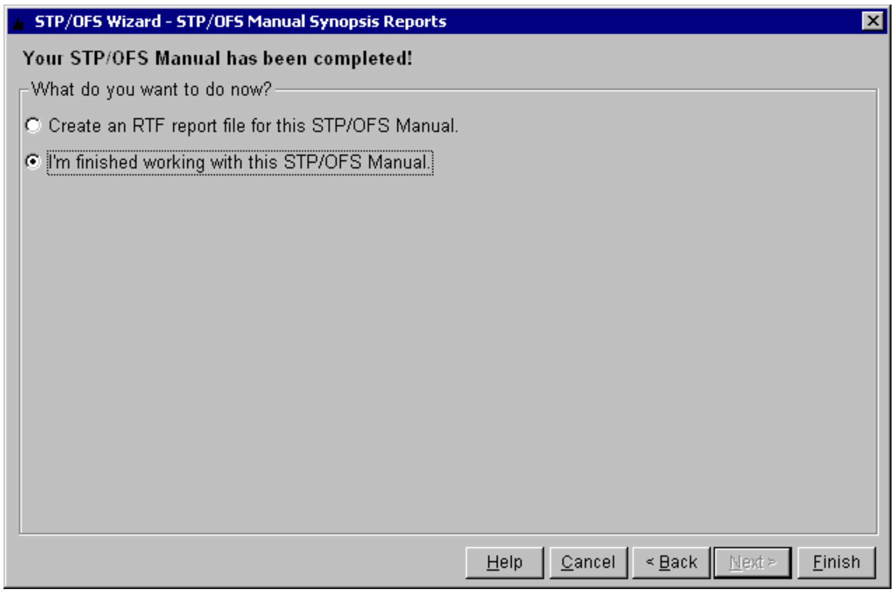


Figure 6-14: STP/OFS Manual Synopsis Reports Window

For instructions on how to print an STP RTF file, see section 6.15, Print Individual Data Reports.

If you do not want to print your draft STP, then click on the **Finish** button. An *Update Product Change History* window (Figure 6-15) appears, shown as follows:

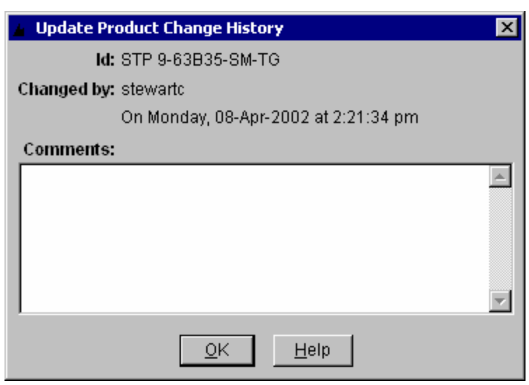


Figure 6-15: Update Change History Window

The *Update Product Change History* window allows you to enter a summary/history audit trail on the STP. Click **OK** when done. The Power Panel is then displayed.

Step 11: Determine if you need to copy existing tasks to prevent changes to current **STPs**.

If you did not include any existing tasks in your STP, then you are ready to start developing new tasks. However, if you linked existing tasks to your STP, then you may want to copy those tasks for the following reason:

> ***When you edit a task linked to two or more STPs, you change the task content for all STPs***. For example, suppose you used the **Soldier Training Publication (STP) Wizard** to link your new Future Scout Vehicle STP to ten tasks in the current STP 17-19D1-SM. If you edit those ten tasks for the Future Scout Vehicle, then you will also change the task summaries for those tasks in STP 17-19D1-SM.

If you do not want to alter the content of existing tasks, then go to Step 12 to copy tasks before you proceed any further. However, if you are ready to start revising task summaries for your STP, go to section 6.5, Create or Edit Individual Task Data.

Step 12: If desired, copy and rename tasks to prevent changes to existing **STPs**.

From the Power Panel, click on the **Individual** button. Move your cursor to **Create/Edit Individual Task** and double-click.

Filter on **STP/OFS manuals (with Subject Area)** and select your new STP. The filter will give you a grid view of the tasks in your STP, showing you the task number, status, title, and other information for each task as shown in Figure 6-16:

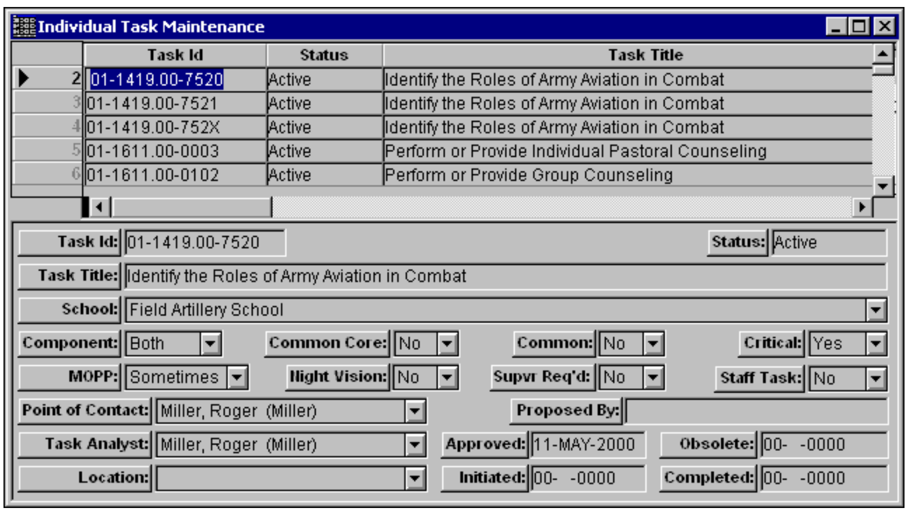


Figure 6-16: Individual Task Maintenance

Copy a task by clicking on the task number field, going to the **Data** menu, and clicking on **Copy Record**.

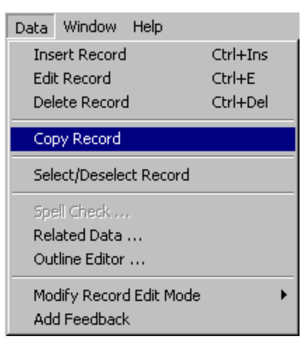


Figure 6-17: Data Menu

You will now see a *Copy Individual Tasks* window (Figure 6-18.) Enter a new task number using the task number procedures described in TR 350-70, or, if you are developing a draft task that will "roll into" a current task at a future date, you may add an extension to the original task number.

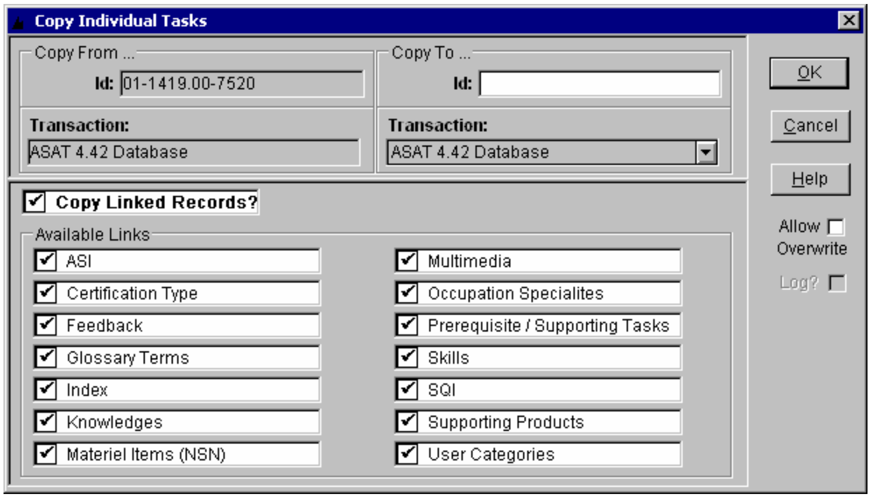


Figure 6-18: Copy Individual Task Window

Decide if you want to copy linked records. A "linked record" is any type of information contained in the tab folders of an individual task record. Examples of linked records include supporting products, courses, and equipment.

> ***Note:*** *Click the copy linked record checkmark off of the check-box to copy a record without the existing links or to choose individual links from the selection boxes.*
>
> ***TIP:*** *If data is not listed as a linked item, it is part of the core record and copied automatically.*

After you have decided whether you want linked records, click the **OK** button. You will receive an ASAT message informing you that the record was copied successfully. When you click **OK**, you will receive another ASAT message asking if you want to "refresh data to include new record." If you answer *Yes*, your newly copied task will appear in the grid as a proposed task. If you answer *No*, you will not see the task in the grid until you close the grid and re-open it.

- You can copy only one task record at a time. If you are copying many records, you may want to save time by refreshing your screen just once. In that case, answer *No* to the refresh data question. Then, when you have completed copying task records, go to the **File** menu and scroll down to **Refresh**. All copied task records will appear in the grid. The status of the copied tasks will be *Proposed*.
- When you have completed copying all desired task records, *both the existing STP and your new STP will contain the existing tasks you copied plus the proposed individual tasks.* This situation can be confusing, but just remember: If a task is linked to an existing STP and you copied the task, then the copied task will also be linked to the existing STP. To ensure that each STP contains the right tasks, you need to perform the following functions:
  - Unlink your proposed tasks from the existing STP. **Do not delete the tasks from your database**.
  - Unlink the existing tasks from your new STP. **Do not delete the tasks from your database**.
  - Check all the task linkages for your proposed tasks to determine if they are valid.
- The easiest way to unlink your proposed tasks from the existing STP is by using the **Soldier Training Publication (STP) Wizard**. Close the grid by going to the **File** menu and click on **Close**.
  - Activate the **STP Wizard**, select your new STP, and choose the **Edit Selected STP/OFS Manual** option (it is the default.)
  - Keep pressing the **Next** button to move through the **Wizard** screens. ***Hint:*** When in any ASAT wizard, if you know you do not need to make changes to a screen that includes a filter, you can speed up the screen display by selecting a filter for which you know there are no records (such as a school for which no records exist in your database.)
  - When you come to the *Specify Filter Criteria for Individual Task* screen, use the **STP/OFS manuals** filter option to get an individual task list for your existing STP.

  - You will then see in the right window all individual tasks linked to the existing STP. Use the **<** button to unlink unwanted individual tasks.
  - When you have unlinked unwanted tasks from all subject areas, click on the **Finish** button.

- Use the **STP Wizard** in the same manner to unlink the existing tasks from the new STP.
- Your last step should be to check that all the task linkages for your proposed tasks are still valid. Remember, when you copy a task record and all its linkages, your newly copied record has the same task linkages. For example, suppose the existing task was linked to five courses. Your new task will be linked to the same five courses. You must determine whether the linked data is still valid as you develop your new tasks. For details on linking and unlinking information from a task record, see section 6.5, Create or Edit Individual Task Data.

6.2.1.2 Copy or Edit an STP Using the Soldier Training Publication (STP) Wizard

The procedures for copying or editing an STP are almost the same as creating a new one. However, one critical decision must be made up front: Do you need to keep a current version of the STP on your database *while it is being edited*? The answer is "yes" if you are revising a DA publication. If that is the case, then you will need to **copy** the existing STP. For example, if you are revising the DA publication STP 17-19K4-SM, then you will want to make a copy of it while you are revising the task summaries. On the other hand, if you are revising a draft STP, you may decide to **edit** it. The original task summaries will be replaced, but that may not matter since the STP was never published in the first place. There are two options for editing described in the following paragraphs:

Option 1: Copy an existing STP so you can edit the copy.

- From the **Power Panel**, click on the **Individual** Module and highlight the **Soldier Training Publication (STP) Wizard** menu option. Double-click or click on the **Open** button to open this menu option.
- Select the **Copy Selected STP/OFS Manual** button under **Edit Options** and click on **Next>**.
- Click on the STP you want to copy. If you do not see the desired STP in the picklist, click on the **Show** option of **ALL STPs**. Once you have highlighted the desired STP, click on **Next>**.

Enter a product ID for the revised STP in the appropriate fields. There must be some kind of qualifier in the product number so that ASAT can differentiate between the current approved STP and the copy that is being edited. One convention for editing the product ID is to place a **REV** extension in the **STP**. For example, if you are creating a copy of STP 17-19K4-SM to edit, you might name your copy STP 17-19K4-REV-SM.

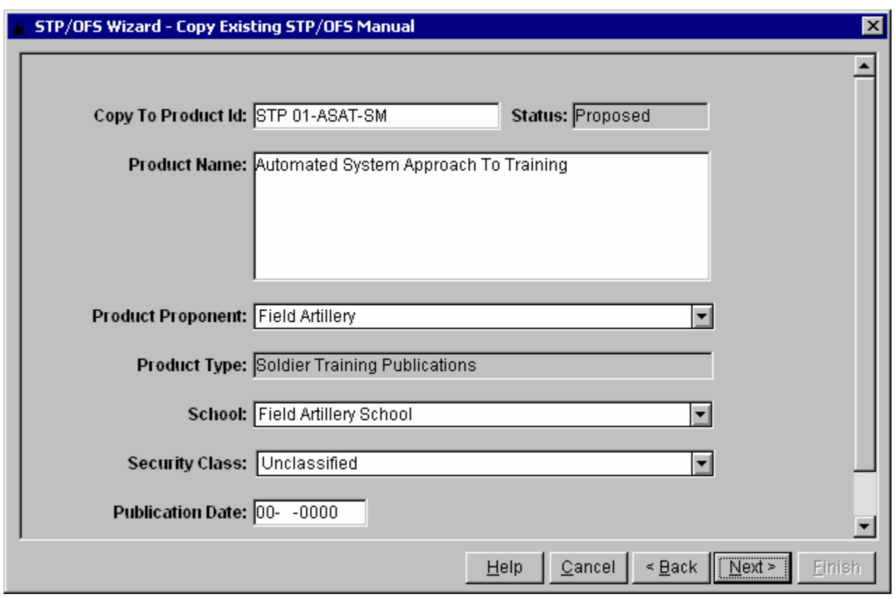


Figure 6-19: Copy Existing STP/OFS Manual Window

- Once you have named your revision copy of the STP, you can continue using the **Soldier Training Publication (STP) Wizard** to link and unlink STP data such as MOS/Skill Levels and individual tasks. Refer back to Step 4 through Step 10 under section 6.2.1.1 for details.
- To prevent overwriting the task summaries in the current STP, you also need to copy the task records. The rationale and procedures for copying individual tasks are described in Step 11 in section 6.2.1.1. The only difference is that when you renumber a task, you probably want to add to the existing task number instead of assigning a completely different one. For example, if you are revising task 171-126-1139, you may want to add an R to the number to remind you that 171-126-1139-R is the in-revision version of the original task. This numbering scheme will cause the tasks to appear together on the *Individual Task Maintenance* grid.
- Follow all the procedures in Step 11 and Step 12 in section 6.2.1.1 to ensure your in-revision STP contains the appropriate task linkages.

Option 2: Edit an existing STP.

- From the **Power Panel**, click on the **Individual** button. Move your cursor to the **Soldier Training Publication (STP) Wizard** and double-click.
- Select the **Edit Selected STP/OFS Manual** button under **Edit Options** and click on **Next>**.
- Continue using the **Soldier Training Publication (STP) Wizard** to link and unlink STP data such as MOS/Skill Levels and individual tasks. Refer back to Step 4 through Step 10 of section 6.2.1.1 for details.

6.2.2 Using Create/Edit STP

The section covers the **Create/Edit STP** power panel option that accesses the STP grid and tab folders used to create, edit, or delete STPs. The **STP Wizard** covered in section 6.2.1 guides you through the process of creating and revising an STP.

> ***Note:*** *It is recommended that you review section 6.2.1, STP Wizard, prior to using the* ***Create/Edit STP*** *menu option. While creating or editing an STP, you will need to make some careful decisions along the way to ensure you do not overwrite valid existing task data.*

From the Power Panel, click on the **Individual** Module and highlight the **Create/Edit STP** menu option. Double-click or click on the **Open** button to access this menu option.

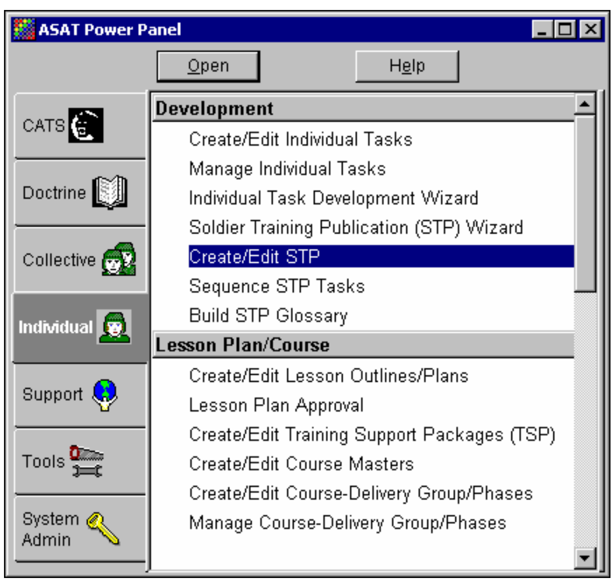


Figure 6-20: Power Panel – Create/Edit STP

6.2.2.1 Specify Filter Criteria for Soldier Training Publications

Before the listing of STPs is populated on the screen, a *Specify Filter Criteria for Soldier Training Publications* screen is displayed to allow the user to limit the set of STPs displayed on the grid or spreadsheet. See section 9.2, Filters, and section 6.6, Filtering Tasks, for guidance and procedures for using filters.

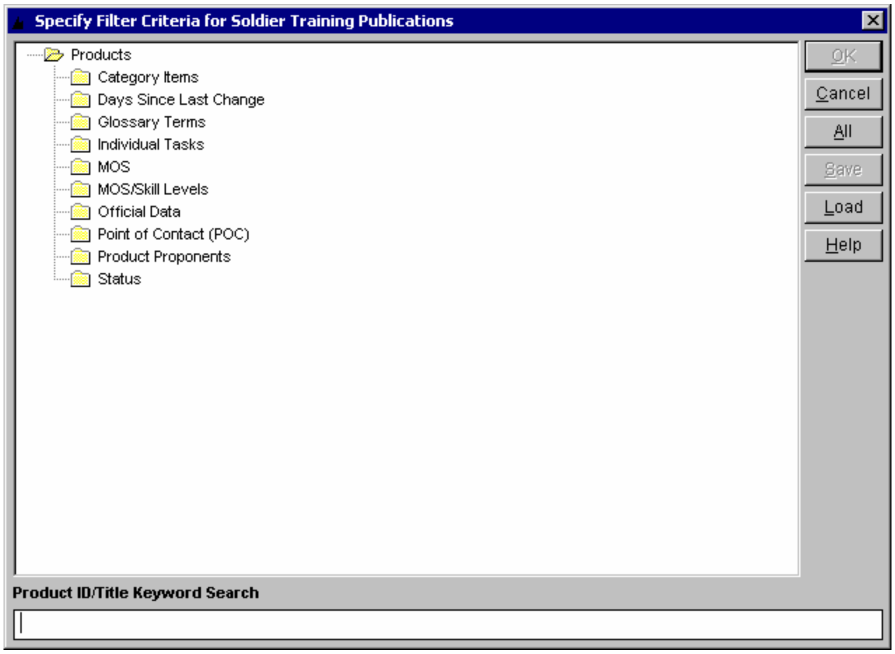


Figure 6-21: Specify Filter Criteria for STPs Screen

Each of the items on the filter screen is a field in the product table or is information that can be linked to an STP. If the appropriate data entry and links are made, the filter criteria screen can be used to access specified types of STPs.

The filter criteria items for STPs are listed below with an explanation of each in terms of the resulting list of STPs:

Filter	Description
Category Items	Shows STPs linked to selected category items.
Days Since Last Change	Shows STP records that had changes made during a specified time period.
Glossary Terms	Shows STPs linked to selected glossary terms.
Individual Tasks	Shows STPs linked to selected individual tasks.
MOS	Shows STPs linked to selected military occupational specialties.
MOS/Skill Levels	Shows STPs linked to selected occupational specialties/skill levels.
Official Data	Shows official data records (*Yes* or *No* selection.)
Point of Contact (POC)	Shows STPs linked to a selected person or point of contact.
Product Proponents	Shows STPs linked to selected product proponents.
Schools	Shows STPs linked to selected responsible training developers.
Status	Shows STPs linked to selected status.
Supporting Products	Shows STPs linked to selected products as supporting references.
User Groups	Shows STPs linked to selected ASAT user groups.

6.2.2.2 The Soldier Training Publications (STP) Maintenance Grid

The *Soldier Training Publications (STP) Maintenance* (Figure 6-22) grid is populated according to the filter selected on the previous screen. From this screen you can add (insert), delete, or copy STP records. Refer to section 9.3 for an explanation and procedures on using grids and step 11 in section 6.2.1.1 for procedures on safeguarding information when copying STPs and tasks.

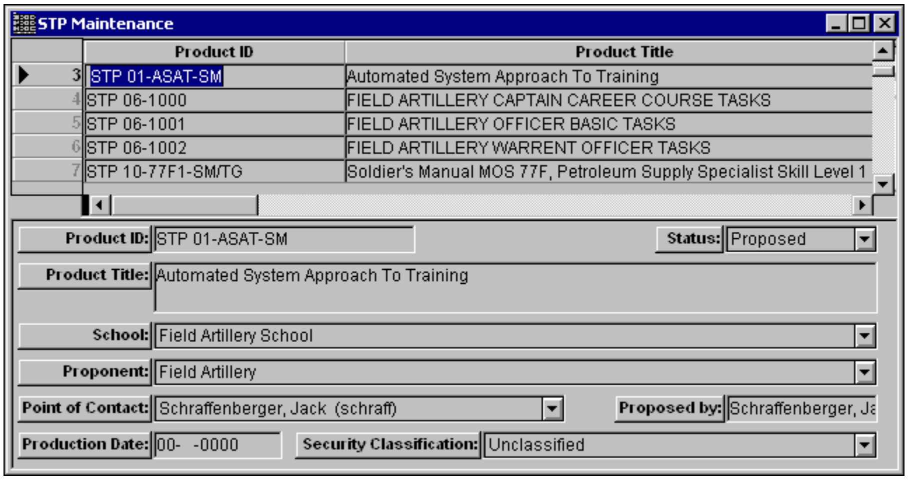


Figure 6-22: STP Maintenance Grid

The columns shown on the grid are Product Table fields such as **Product ID**, **Title**, **Proponent**, **School**, and **Production Date**. Linked information is not available from the grid but may be viewed by choosing the **Data** menu and then selecting **Related Data**.

6.2.2.3 STP Tab Folder

The **STP** tab folder (Figure 6-23) is the result of selecting an STP from an STP grid or the *Quick Access* window. The header of this window contains the **Product ID** and **Title** of the STP being created or edited.

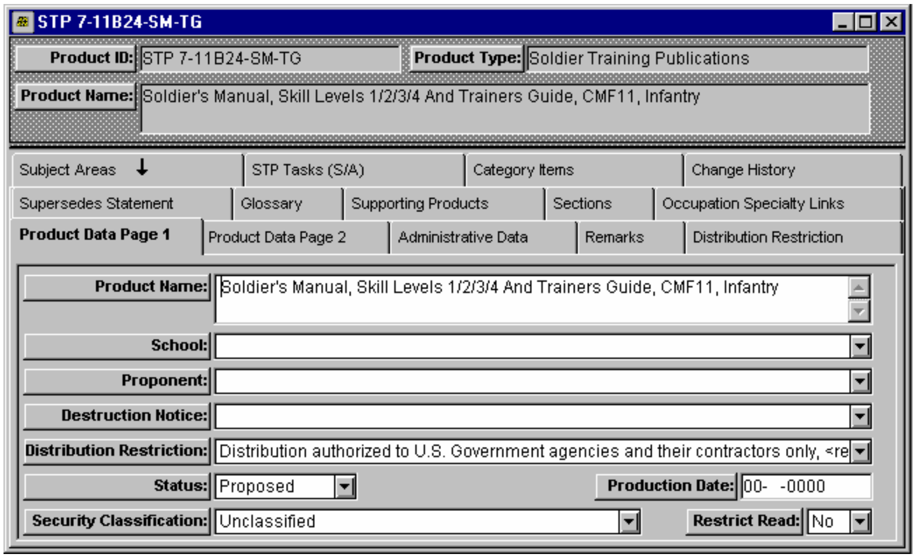


Figure 6-23: STP Tab Folder

All STP fields are accessible on the tab folder in some way. Fields in the Product table are available on **Product Data Page 1**, **Product Data Page 2**, and **Administrative Data** tabs. The block data text fields that are not available from the grid are available, each on a separate tab. The other tabs allow the user to connect the current STP to a variety of other tables in ASAT such as individual tasks, occupational specialties, and supporting products.

Refer to section 9.4 for guidance and procedures for using the various types of tabs in ASAT.

Each **STP** tab is discussed in the order that it appears upon initial entry into the **STP** tab folder. The tabs can be accessed in any order.

Product Data Page 1 Tab

This data tab (Figure 6-23) is a **detail** tab, which contains the fields listed below from the Product table:

Field	Description
Product Name	Displays the title as it appears on the product.
School	Displays the school or agency responsible for the product.
Proponent	Displays the series number, as found in AR 25-30, which represents the functional proponent for the product.
Destruction Notice	Displays the appropriate destruction notice.
Distribution Restriction	Displays the appropriate distribution restriction statement. ***Note:*** *This statement is automatically entered on the* ***Distribution Restriction*** *tab where generic entries may be modified for your particular circumstances.*
Production Date	Displays the date as it appears on the fielded product. Enter the date format as DD-MMM-YYYY or double-click in the field to select the date from a pop-up calendar.
Status	Displays the status of the product: *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Security Classification	Displays the security classification of the product. The default is *Unclassified*.

Field	Description
Restrict Read	This drop-down list box is used to limit accessibility to the details of a record to only the people actively working on the record (point of contact, subject matter expert (SME)/analyst, or system administrator.) If the **Restrict Read** is set to *Yes*, the record will appear in the grid view, but will not allow users other than the point of contact, SME/ analyst, or system administrator to open or edit the tab folder information. If the **Restrict Read** is set to *No*, users will have viewing and modification privileges as defined by the current ASAT user definition. Only the individuals listed above can set the record restriction.

Product Data Page 2 Tab

This data tab is a **detail** tab, which contains the fields listed below from the Product table:

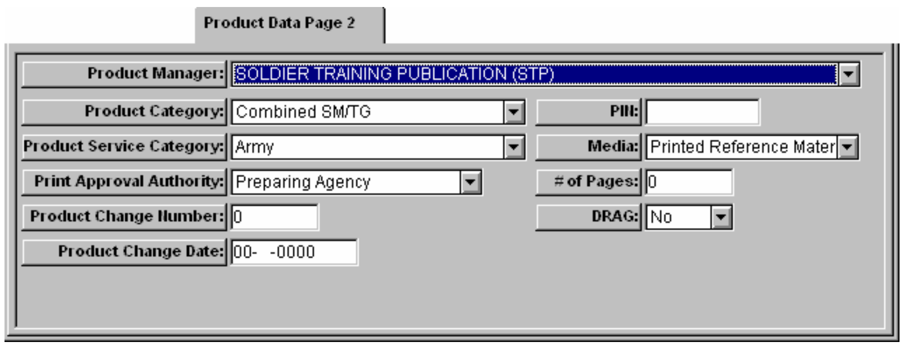


Figure 6-24: Product Data Page 2 Tab

The following fields appear on this tab:

Field	Description
Product Manager	Displays the product/process manager type for a product.
Product Category	Displays the specific type of workload category for a product within a product manager type.
PIN	Displays the Production Identification Number (PIN) assigned by the Department of Army for a product if applicable.
Product Service Category	Displays the service category of a product.
Media	Displays the media of a product.
Pages	Displays the actual number of pages in the product.
Print Approval Authority	Displays the agency with content approval authority for the product.
DRAG	Displays *Yes* or *No* to indicate whether a DOCLIT, AIRLIT, or TC product requires CG, TRADOC Doctrinal Review and Approval (DRAG) review and approval.
Product Change Number	Displays the number of the latest change to a product.
Product Change Date	Displays the date of the latest change to a product.

Note: *Many of these fields are used primarily for Doctrinal Literature, Soldier Training Publications, ARTEPs, and Training Circulars. They can be used for other products as needed.*

Administrative Data Tab

The **Administrative Data** tab (Figure 6-25) is used to identify the point of contact for the STP and the person proposing development of this STP.

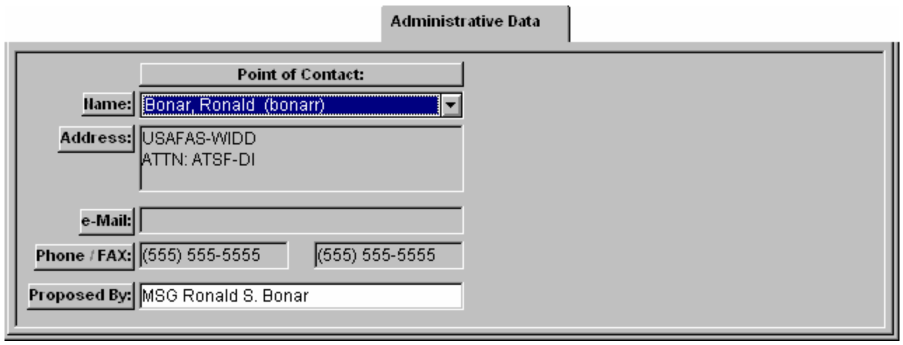


Figure 6-25: Administrative Data Tab

Field	Description
Point of Contact	Select the Point of Contact for this task. The list displayed is from the Personnel table in the **Support** Module.
Proposed By	Enter the name of the person proposing this product. The entry may not exceed 24 characters.

When a selection is made for the **Point of Contact Name** field, the **Address**, **Email**, and **Phone Number** fields will fill automatically, if that information has been entered in the Personnel table in the **General** section of the **Support** Module.

Remarks Tab

The **Remarks** tab (Figure 6-26) is a **block** data tab that allows the entry and editing of **Remarks** or notes about the development of the current STP.

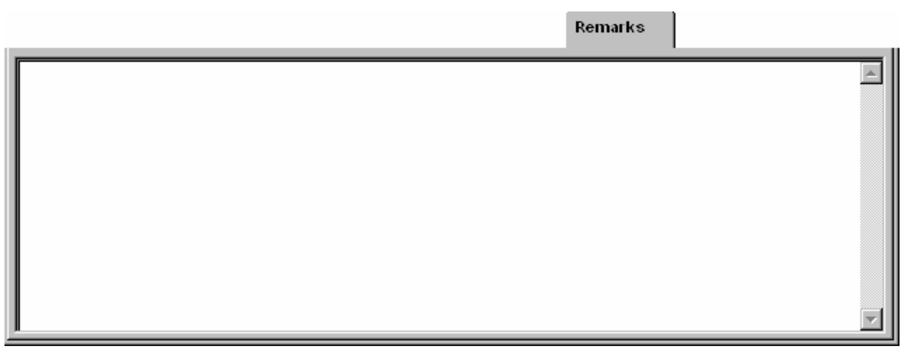


Figure 6-26: Remarks Tab

Distribution Restriction Tab

The **Distribution Restriction** tab (Figure 6-27) is a **block** data tab filled automatically with the selection made from the drop-down list for the **Distribution Restriction** field on the **Product Data Page 1** tab for the product.

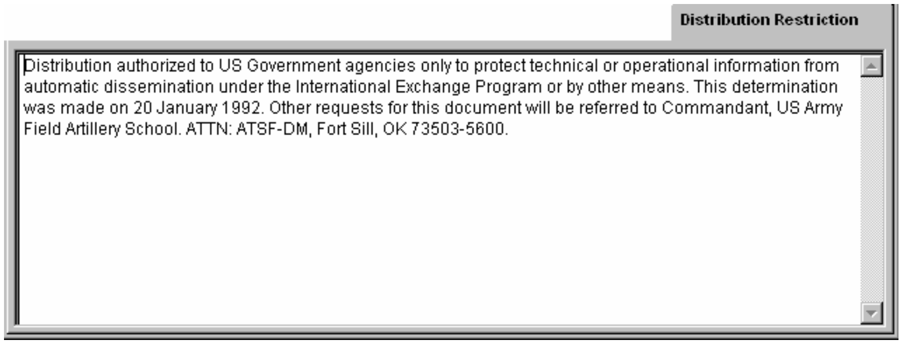


Figure 6-27: Distribution Restriction Tab

Use this tab to edit the statement to fit your particular needs if required. Highlight any text in parenthesis and replace it with the appropriate information.

> ***TIP:*** *If you change your selection for the Distribution Restriction on the* ***Product Data Page 1*** *tab, remember to return to this tab to edit the statement as required.*

Supersedes Statement Tab

The **Supersedes Statement** tab (Figure 6-28) is a **block** data tab used to enter the supersession statement for the STP. In accordance with TRADOC Regulation 25-30, the supersession statement is an official directive statement that signifies replacement of one product with a newer version of the same or, in critical instances, another product. The statement should be written to reflect standard procedures. For example:

This publication supersedes STP XX-XXX-XX, 25 September 1992.

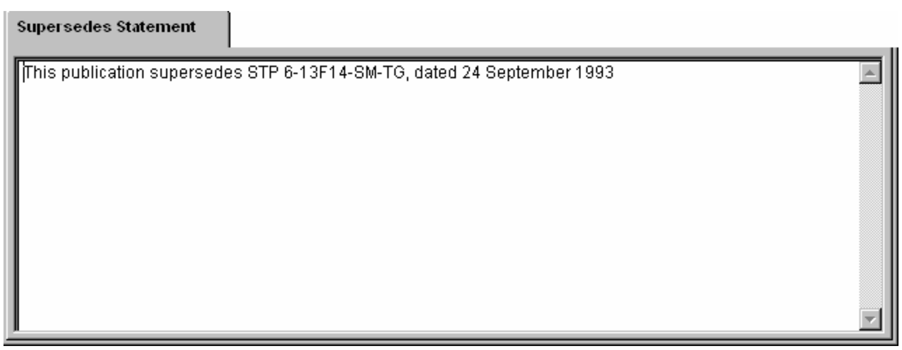
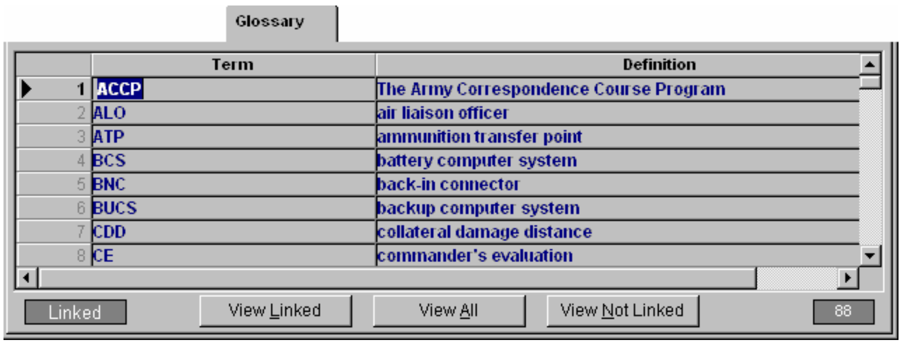


Figure 6-28: Supersedes Statement Tab

Glossary Tab

The **Glossary** tab (Figure 6-29) is a **picklist** tab that allows the user to select Terms and Definitions to be in the glossary for the STP. The **Term** and **Definition** fields are view-only. Additions or deletions to the glossary table can be made through the **Support** Module using the Glossary Table in the **General** section.



Glossary

	Term	Definition
1	ACCP	The Army Correspondence Course Program
2	ALO	air liaison officer
3	ATP	ammunition transfer point
4	BCS	battery computer system
5	BNC	back-in connector
6	BUCS	backup computer system
7	CDD	collateral damage distance
8	CE	commander's evaluation

Figure 6-29: Glossary Tab

The glossary can also be developed using the **Build STP Glossary** option in the **Individual** Module on the Power Panel. See section 6.4, Build STP Glossary, in this chapter.

Supporting Products Tab

The **Supporting Products** tab (Figure 6-30) is a **picklist** tab that allows the user to connect supporting products or references to the current STP. The **Supporting Product ID** and **Supporting Product Name** are view-only fields. Double-click on either of these fields to link a supporting product to the current STP. Click the **Related Data** toolbar button  to view details on the selection.

Supporting Products

	Supporting Product Id	Supporting Product Name	Requ
1	ACP 125 US SUPPL 1	Communications Instructions Radiotelephone Procedures For Use b	Yes
2	ACP 134(*)	Telephone Switchboard-Operating Procedures. 18 May 1983.	Yes
3	AR 105-3	Reporting, Meaconing, Intrusion, Jamming and Interference of Electr	Yes
4	AR 385-63	Policies and Procedures for Firing Ammunition for Training, Target P	Yes
5	AR 600-55	Motor Vehicle Driver and Equipment Operator Selection, Training, Te	Yes
6	DA FORM 2028	Recommended Changes to Publications and Blank Forms. February	Yes
7	DA FORM 2185-R	Artillery Counterfire Information. April 1990.	Yes
8	DA FORM 2404	Equipment Inspection And Maintenance Worksheet	Yes

Figure 6-30: Supporting Products Tab

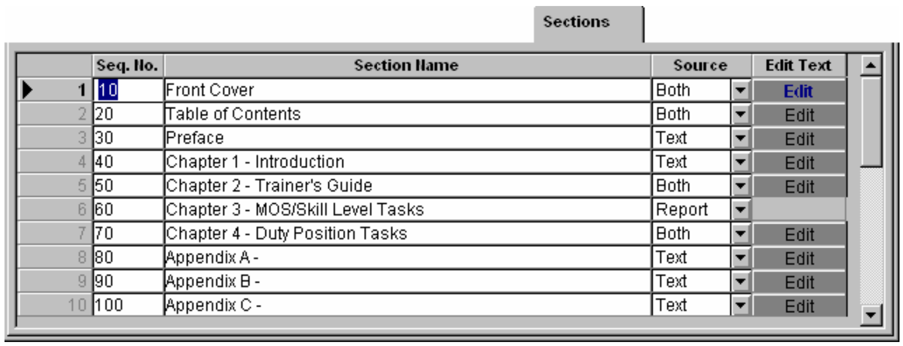
When the link is made, the **Required** field will become editable (white) and *Yes* or *No* can be selected from a **picklist** to indicate whether the product is a required or related reference.

Linked supporting products will appear in the *References* section of this STP.

Sections Tab

The **Sections** tab (Figure 6-31) is an **insert** tab that allows the user to enter the various sections that comprise the STP. Basic options are to insert a new record, edit an existing record, or delete a record. The **Sequence Number**, **Section Name**, and **Source** are editable fields.

Note: *Standard STP sections are entered automatically when an STP record is created.*


Sections

	Seq. No.	Section Name	Source	Edit Text
1	10	Front Cover	Both	Edit
2	20	Table of Contents	Both	Edit
3	30	Preface	Text	Edit
4	40	Chapter 1 - Introduction	Text	Edit
5	50	Chapter 2 - Trainer's Guide	Both	Edit
6	60	Chapter 3 - MOS/Skill Level Tasks	Report	
7	70	Chapter 4 - Duty Position Tasks	Both	Edit
8	80	Appendix A -	Text	Edit
9	90	Appendix B -	Text	Edit
10	100	Appendix C -	Text	Edit

Figure 6-31: Sections Tab

Field	Description
Sequence Number	Enter a user-defined number that will determine the order in which sections will display or print. Recommend spacing sequence number entries by increments of 10 to allow insertion of additional sections between existing sections.
Section Name	Enter the name of the section. ***Note:*** *Pre-entered section names may be modified but the section identifiers such as Chapter and Appendix must remain at the beginning of the section title.*
Source	Select the source of the section. *Text* indicates that the section is a text file, which can be created in ASAT in the RTF Edit window, copied into the RTF Edit window or inserted as a file into the RTF Edit window. For example, a file containing the front cover can be inserted in the *Front Cover* section. *Report* indicates that the section is generated out of the ASAT database. *Both* indicates that the section is created out of the ASAT database but allows entry and editing of additional text. Any additional text will display after the section name and before any text is automatically generated from the database.
Edit Text	Edit is entered automatically when *Text* or *Both* is selected for the **Source** field. Once a record is entered and saved, the **Edit** entry in the record **Edit Text** field can be clicked to access a RTF Edit window into which text may be entered, copied, or an RTF or TXT file inserted. Once data is saved, the **Edit** button will turn blue.

To insert a new record in the Sections tab: Select the **Data** menu and then choose the **Insert Record** option. If records are already listed, position the cursor where the insertion is desired or insert the record wherever the cursor is positioned and assign a sequence number that will position the record in the desired location. ***Note:*** Should the sequence numbers appear out of order, double-click on the sequence number column heading to sort the records by sequence number.

RTF Edit Window: After a section record is entered and saved, the **Edit** entry in the record **Edit Text** field can be clicked to access the RTF Edit window. After the window is opened, enter text or right-click to access a short-cut menu used to paste copied text or insert RTF or TXT files. The user is provided the option to save section information upon exiting this window. Refer to section 9.10 for more details on the RTF Edit Window.

Occupation Specialty Links Tab

The **Occupation Specialty Link** tab (Figure 6-32) is a **picklist** tab that allows the user to link the STP to Occupation Specialties/Skill Levels.

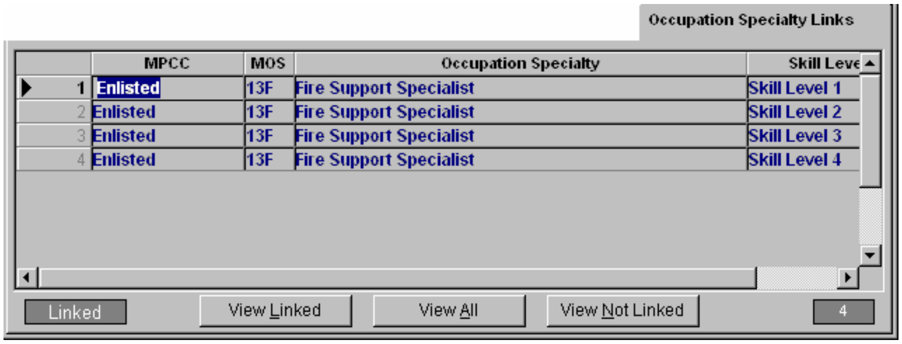


Figure 6-32: Occupation Specialty Links Tab

Double-click in any field of the record (row) to link a particular occupation specialty and skill level to the current STP. This **picklist** is maintained in the Occupation Specialty/Skill Level table in the **Individual** section of the **Support** Module.

> ***Note:*** *The STP and its related individual tasks must be linked to the same Occupation Specialty/Skill level before the task will display in an STP report.*

Subject Area Links Tab

The **Subject Area Links** tab (Figure 6-33) is an **insert** tab in the **STP** tab folder that allows the user to link Subject Areas to an STP. Select the menu option **Data**, and then choose **Insert Record** to access entry fields.

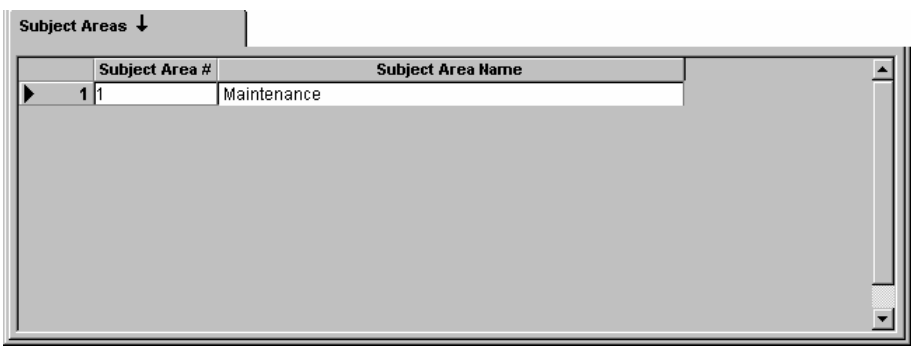


Figure 6-33: Subject Area Links Tab

Once a subject area is entered, the **Data** menu, **Related Data** option can be used to access an **Individual Task Links** tab to link individual tasks to the subject area within the STP (see Figure 6-34.)

> ***Note:*** *Once subject areas are linked to an STP, tasks may also be connected to those STP subject areas in the* ***STP*** *tab folder using the* ***STP Tasks (SA)*** *tab.*

- **Subject Area Links – Individual Task Links Tab**

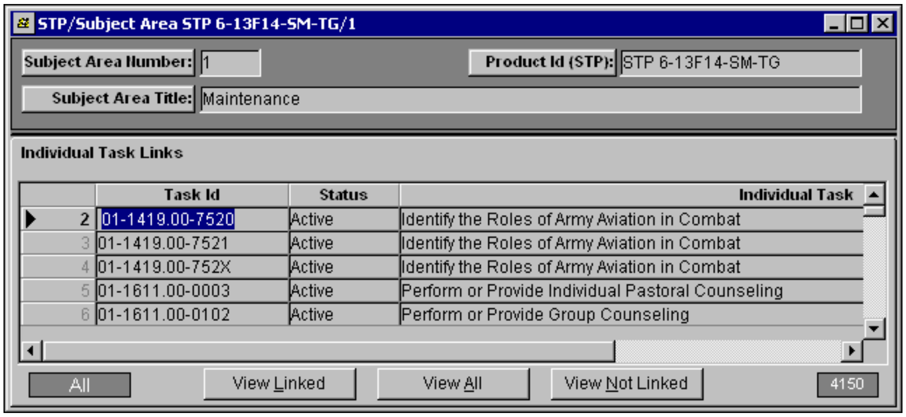


Figure 6-34: Individual Task Links Tab

> ***Note:*** *At least one subject area and individual task must be linked to an STP before the STP will display for selection when running an STP report.*

STP Tasks (S/A) Tab

The **STP Tasks (S/A)** tab (Figure 6-35) is a **picklist** tab that allows the user to connect individual tasks to a STP and subject area.

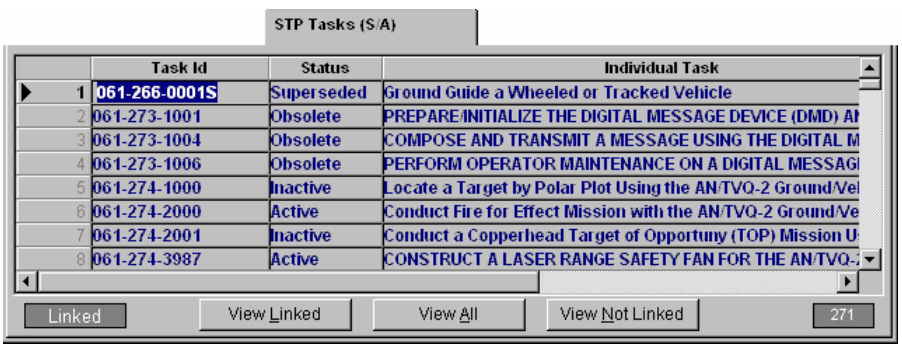


Figure 6-35: STP Tasks (S/A) Tab

The **Task Id**, **Status**, and **Individual Task Title** fields are view-only fields. After a link is made to a task, the **Subject Area** field becomes editable. The subject area picklist, which was entered on the **Subject Area Links** tab, can be accessed by clicking on the down-arrow. STP tasks can be sequenced using the **Sequence STP Tasks** menu option in the **Individual** Module of the Power Panel. Choose the **Related Data** toolbar button to view details about the individual task.

> ***Note:*** *The* ***STP*** *tab, which allowed linking of tasks to an STP without identifying a subject area, was deleted in Version 4.4. You can now link tasks to the STP on this tab without immediately linking a subject area. <u>Only tasks linked to an STP subject area will display on the STP report</u>. <u>The task must also be linked to the same MOS and skill level as the STP</u>.*

Category Items Tab

The **Category Items** tab (Figure 6-36) is a **picklist** tab that allows the user to link one or many category items to the selected product in the header. Refer to section 9.4.1.3 for details on picklist tabs.

Figure 6-36: Category Items Tab

Click the **View All** or **View Not Linked** buttons to display a list of categories and category items. Double-click in the category column to link a category item to the product.

The following columns appear on this tab:

Field	Description
Category	Displays the category identifier.
Category Item	Displays the category item identifier.
Category Item Name	Displays the category item name.

Doctrine Tab

The **Doctrine** tab (Figure 6-37) is an **insert** tab that allows the user to link Products to approved Field Manuals created via the **Doctrine** Module.

Figure 6-37: Doctrine Tab

Use the following procedures to create Doctrine/Product links.

> ***NOTE:*** *The Doctrine Link feature requires that Microsoft Internet Explorer 4.0x (IE 4.0x) be installed on each ASAT user's computer.*

1. Click the **Insert Record** toolbar button or choose the **Insert Record** option from the **Data** menu. The *Doctrine Browse/Link* window appears providing a list of approved FMs, filtered by proponent, that are currently in the ASAT database. Refer to *Document Browse/Link* window under the **Edit/Create Links** option in section 4.6 for details on using this window.
2. After selecting the desired FM, chapter, or text; click on the **Make Link** button at the *Doctrine Browse/Link* window to link the data. The linked data appears on the tab.
3. Click on the **Data** menu and choose the **Save** option or click the **Save** toolbar button to save the linked data.
4. Repeat the above steps to link additional Doctrine data.

To delete a record link, place the cursor on the row and select the **Data** menu and choose the **Delete Record** option or choose the **Delete Record** toolbar button .

To edit a record link, place the cursor on the row and double-click the **View** button or right-click the mouse button and choose **Edit Link**. The *Doctrine Browse/Link* window displays the linked area of the document allowing you to choose a different link.

The following columns appear on this tab:

Field	Description
Product ID	Displays the product number.
Version	Displays the latest change (version) of the product.
Chapter	Displays the product chapter name.
Required?	Indicates if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Linked Text	Displays the selected document text.

6.3 Sequence STP Tasks

The tasks in an STP can be sequenced by highlighting the **Individual** option on the Power Panel and selecting the **Sequence STP Tasks** menu option. A window displays all STPs, which have subject area links in the current database. Both the subject areas within the STP and the individual tasks within each subject area can be manipulated using this menu option.

Step 1: Choose the **STP** by highlighting the record and clicking the **OK** button.

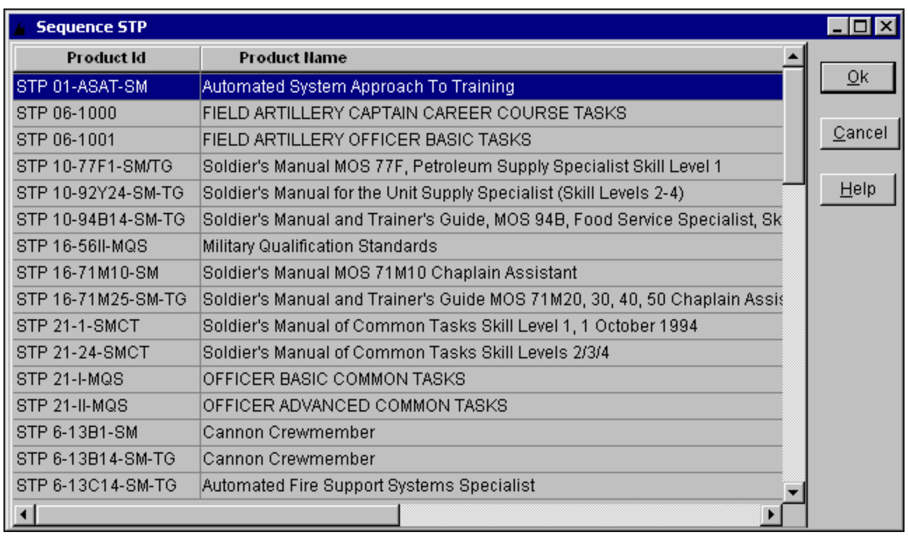


Figure 6-38: Sequencing STP Tasks Window

Clicking the **Cancel** button closes the window without making any changes to the database and returns to the Power Panel.

Step 2: Select a subject area by clicking on the desired record.

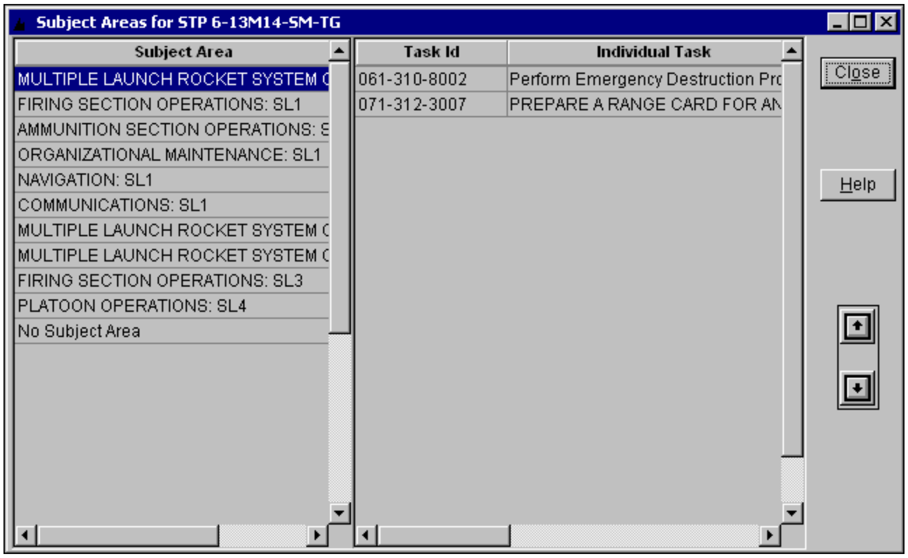


Figure 6-39: Sequence STP Selecting a Subject

After an STP is selected, a window displays a list of subject areas for the selected STP on the left and the tasks for the selected subject area on the right. Individual tasks linked to the selected subject area are displayed in the box on the right.

> ***Note:*** *"No Subject Area" is listed in the Subject Area section if a task has been linked to the STP but not linked to a subject area.*

As the selected subject area is changed, the tasks listed to the right will change correspondingly.

Step 3: If needed, reorder the subject area by dragging and dropping it in the desired position, or by moving it up or down by clicking the vertical buttons on the bottom right of the window.

Step 4: Select a task by clicking on the desired record.

Step 5: Reorder the tasks for the subject area by dragging and dropping each in the desired position, or by moving them up or down by clicking the vertical buttons on the bottom right of the window.

> ***Note:*** *Reordering subject areas or tasks on this screen will NOT affect the order in which items are displayed on the* ***Subject Area Links*** *or* ***STP Tasks (S/A)*** *tabs in the* ***STP*** *tab folder. Records on these tabs display in ID order. Reordering affects the order in which subject areas and tasks are displayed in the Table of Contents and Chapter 3 of the STP RTF report.*

Step 6: When the reordering of subject areas and/or tasks is completed, click on the **Close** button. On the next screen, click **Yes** to save the new sequence and return to the Power Panel. Click **No** to return to the Power Panel without saving changes. Click **Cancel** to return to the *Sequence STP* screen.

6.4 Build STP Glossary

The glossary for an STP can be built automatically by selecting **Individual** on the Power Panel and then selecting the **Build STP Glossary** menu option. For a user-selected STP, this menu option searches each task title and then each step and performance measure against each term and acronym in the current Glossary table.

> ***Note:*** *The Glossary table can be accessed by selecting **Support** on the Power Panel and then selecting **Glossary** from the **General** section.*

When the first instance of the term or acronym is found, a link is made to the selected STP and the product is then searched for the next term or acronym.

> ***Note:*** *The time required to build the glossary is dependent on the size of the Glossary support table being searched and the number of tasks in the STP.*

To build a glossary:

Step 1: Choose an STP by highlighting the desired record and clicking on the **OK** button.

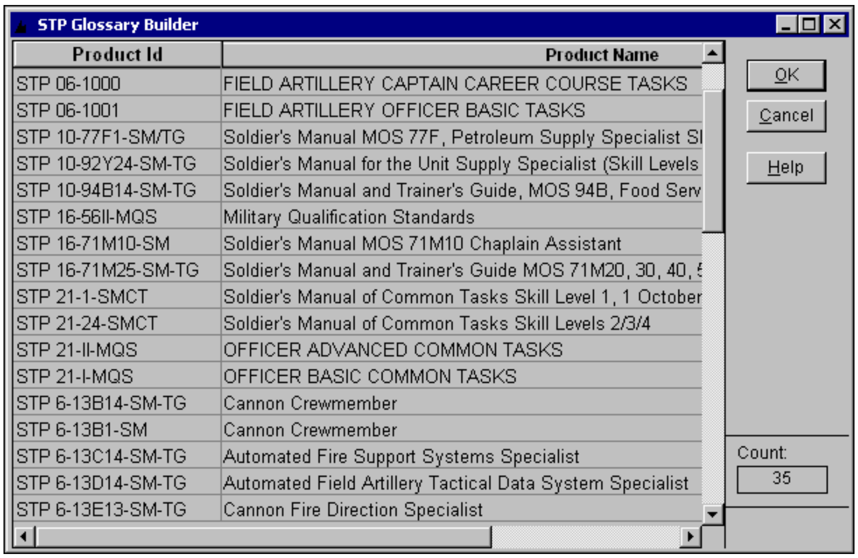
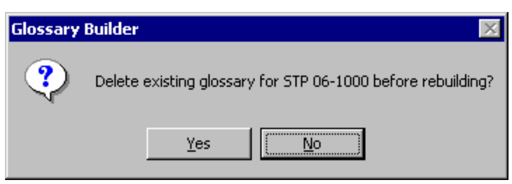


Figure 6-40: STP Glossary Builder Window

Clicking the **Cancel** button closes the window without making any changes to the database and returns to the previous window.

Step 2: After the STP is selected, a message will display asking if the existing glossary should be deleted.



- Click **Yes** to delete the existing glossary and build a new glossary.
- Click **No** to retain the current glossary and add any new items encountered in the search.

The next screen displays a listing of glossary terms with a blue line indicating the search for each glossary term. The blue line will move from one item to the next as the search is completed for that item.

> ***Note:*** *The time required to build the glossary is dependent on the size of the Glossary support table being searched and the number of tasks in the STP.*

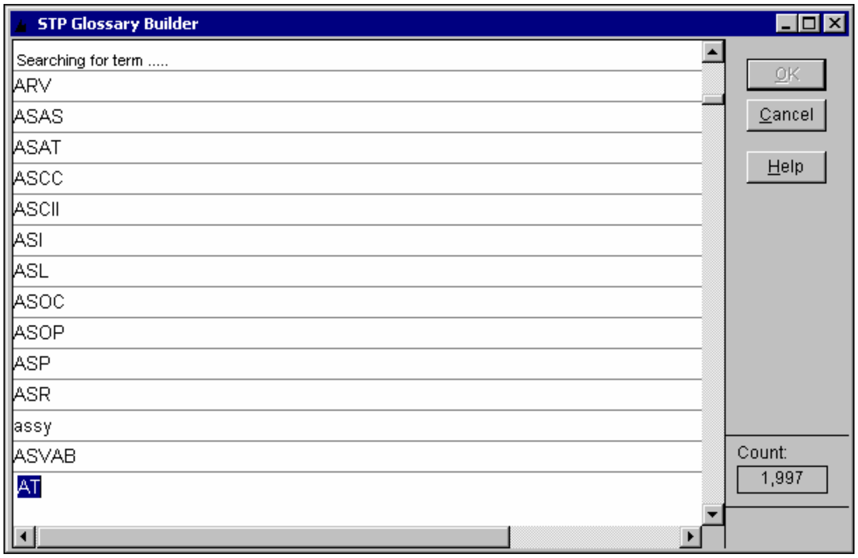


Figure 6-41: STP Listing of Glossary Terms

The **Cancel** button will end the search and return to the Power Panel without making any modifications to the database.

Step 3: When the search is completed, a message will display indicating completion. Click **OK** to return to the Power Panel.

Step 4: To review an STP Glossary, select **Individual** on the Power Panel and then select **Create/Edit STP** from the **Development** section. After selecting the desired STP from the grid, select the **Data** menu and then choose the **Related Data** option to access the **STP** tab folder. Next, select the **Glossary** tab to display the linked glossary items. The glossary can be edited from this tab.

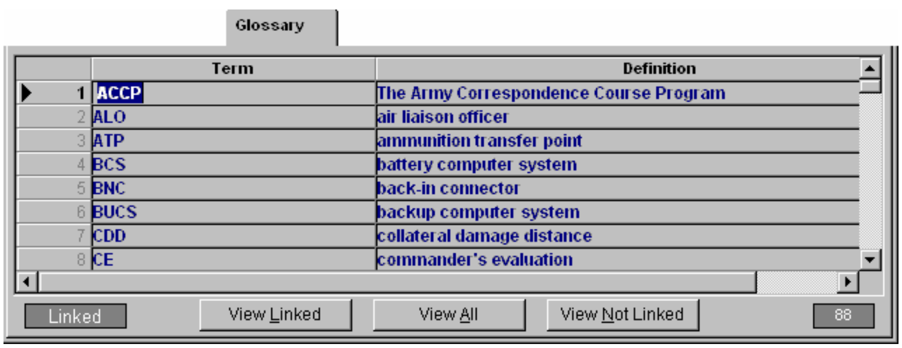


Figure 6-42: Linked Glossary Items Tab

To remove an item from the linked screen, double-click on the item. The number **Linked** in the lower left of the screen will decrease by one. Unlinking removes the link between the glossary item and the STP. The item remains in the Glossary Support Table.

To add additional items, click on the **View Not Linked** button to display remaining items in the Glossary Support Table that are not currently linked to this STP glossary. Double-click on any item to link to the STP's glossary.

6.5 Create or Edit Individual Task Data

This section will guide you through two different procedures for creating or revising Individual Task Data. The **Individual Task Development Wizard** (section 6.5.1) can be used for major linking of data while the **Create/Edit Individual Tasks** menu option (section 6.5.2) provides a less structured but more comprehensive linking of data pertinent to an individual task.

6.5.1 Create/Edit an Individual Task Using the Individual Task Development Wizard

The **Individual Task Development Wizard** will take you step-by-step through most of the decision-making and linking processes. However, before the linking can occur, the MOS/skill level, duty positions, equipment, supporting products (references), supporting individual tasks, and courses picklists (Support Tables) must have the appropriate choices available.

Step 1: From the **Power Panel**, click on the **Individual** Module and highlight the **Individual Task Development Wizard** menu option. Double-click or click on the **Open** button to access this menu option.

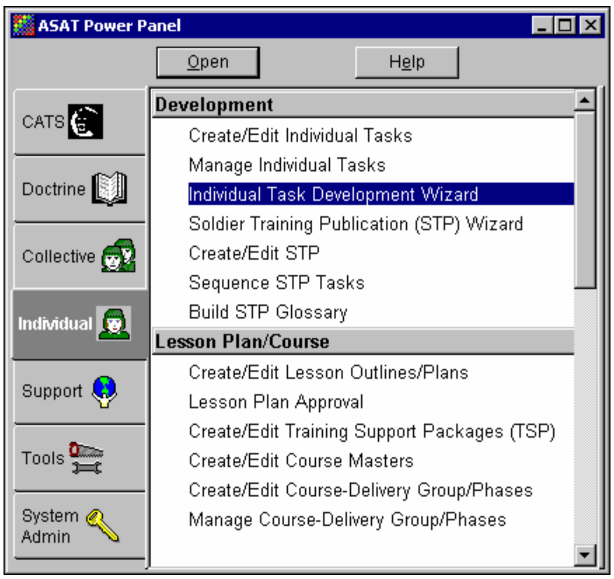


Figure 6-43: Power Panel – Individual Task Development Wizard Option

- Each screen includes the following buttons:
  Help opens the help information for the particular window.
  Cancel exits the Wizard without saving any changes made during the current Wizard session.
  Back returns to the previous screen and leaves entries as they are on the current screen.
  Next opens the next window.
  Finish saves changes and exits the Wizard.

- Listed below are the Wizard screens in order of presentation:
  Select or Create an Individual Task
  Add a New Individual Task
  or
  Selected Individual Task
  or
  Copy Existing Individual Task Data
  Link Individual Task to Occupations/the Lowest Skill Level
  Link Individual Task to Duty Positions
  Link Individual Task to Performance Location
  Link Individual Task to Equipment (Materiel Items)
  Link Individual Task to Supporting Products

Individual Task Cue
Individual Task Condition
Link Individual Task to Major Task Steps
Individual Task Standard Statement
Individual Task Environment Statement
Individual Task Safety Statement
Link Individual Task to STPs/Subject Areas
Link Individual Task to Supporting Individual Tasks
Link Individual Task to Courses
Link Individual Task to Skills
Link Individual Task to Knowledges
Select Task Data
Link Individual Task to User Categories
Individual Task Remarks
Task Development Wizard - Further Options

Step 2: Select the appropriate option from the Options section and assign or change the product ID as required by the selected option. This screen is used to select an individual task to edit or copy or to indicate that a new individual task is being developed. The same set and sequence of windows will appear with any choice. Highlight a task and click on the appropriate selection in the **Options** box in the lower left of the screen.

> ***Note:*** *All individual tasks in your database are displayed upon initial entry on this screen. The* ***Filter*** *button can be used to access the Specify Filter Criteria for Individual Task screen to specify which tasks should display on the screen. If the filter screen is used, the* ***Task ID/Title Keyword Search*** *field at the bottom of the filter screen can also be used to enter a specific task ID or text upon which to filter the individual tasks. See section 6.6, Filtering Individual Tasks, for more information.*

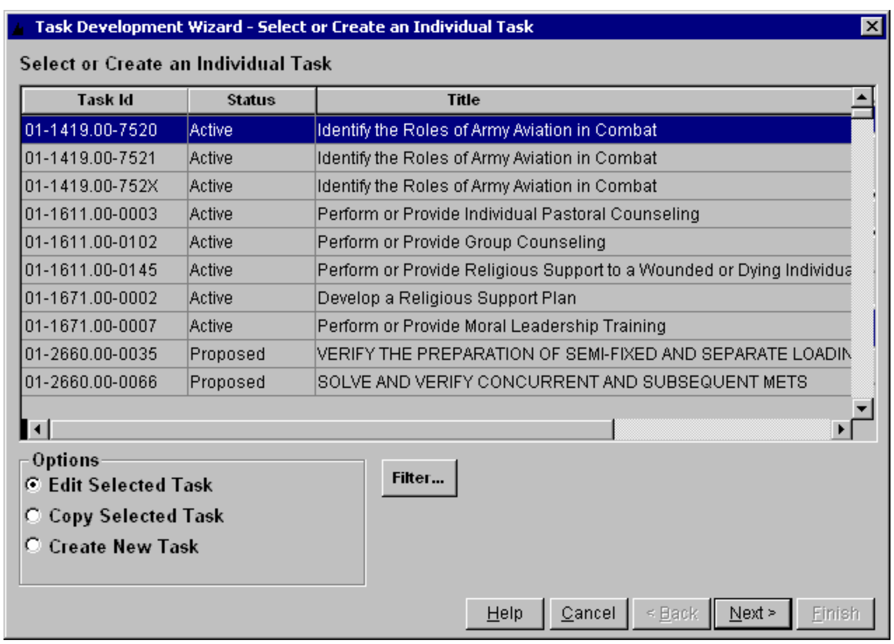


Figure 6-44: Select or Create an Individual Task

- The **Edit Selected Task** option allows you to edit and change the related information of the selected task highlighted on the task picklist showing on the top part of the window.

  Danger: *This option changes the task with no copy of the original task retained. If you need to maintain the original task, but also work off a different version, you probably need to use the* ***Copy Selected Task*** *function.*

  - When you edit a task, you alter the content of that task for every STP to which it is linked.

  When you edit a task linked to two or more STPs, you change the task content for all STPs. For example, suppose you used the **Individual Task Development Wizard** to edit a task linked to two Occupation Specialties and STPs. You will change the task summaries for that task everywhere it is linked.

  - To edit a task, first select the record by clicking in the row. Then click on the appropriate selection edit in the **Options** box in the lower left of the screen. Click the **Next** button to proceed. ***Note:*** You will not be able to edit the **Task Id** and **Task Status** fields that appear on the next window (*Selected Individual Task* window.) The task status may be edited using the **Manage Individual Tasks** menu option on the Power Panel.

- The **Copy Selected Task** option allows you to select a task from the task picklist showing on the top part of the window and to make a copy of the selected task with all of its related data. This allows you to keep the original task intact and provides a working copy for proposed changes. To copy a task, first select the record by clicking in the row. Then click on the appropriate selection in the **Options** box in the lower left of the screen. Click the **Next** button to proceed.

  - With the selected individual task highlighted, click the option **Copy Selected Task** and then click the **Next>** button to enter task information at the next window.

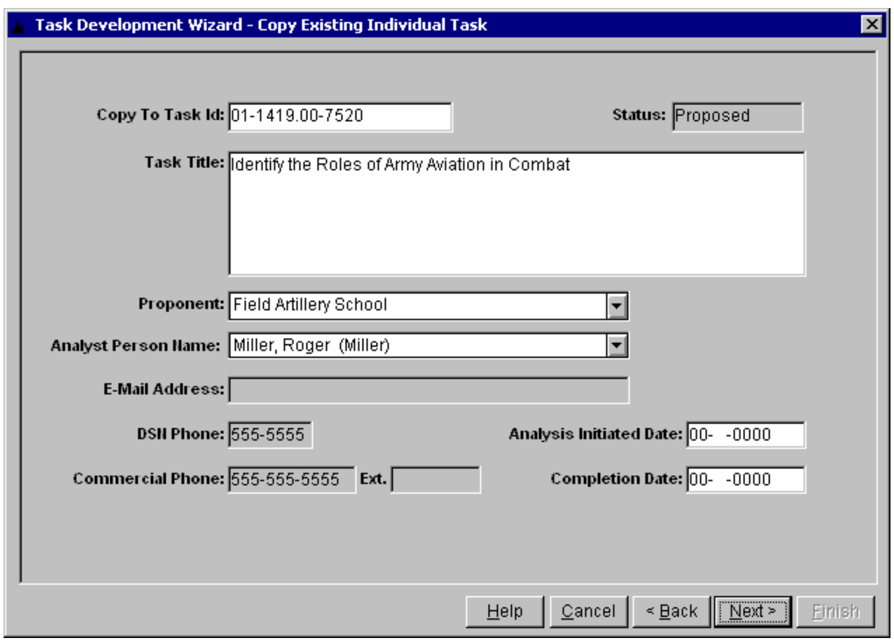


Figure 6-45: Copy Existing Individual Tasks Window

  - **Change the Individual Task ID and Title**. ASAT requires the individual task number to be unique; therefore, the individual task number must be changed before you can proceed. The windowpanes with the white background can be edited. The **Task Id** can be changed by adding a user-defined code or number at the end of the existing **Task Id**. For example, a P could be used for a Proposed revision of an existing task. Placing the discriminator at the end of the existing number will allow the active and proposed tasks to appear sequentially on any grid or listing. The new task created is automatically assigned a Proposed status.

An active task must remain in the database until the revision is completed and approved. Click the **Next>** button.

- All copied tasks automatically have a status of Proposed.

- The **Create New Task** option, previously shown under step 2, allows the user to enter all new task information and related data. A blank window appears, shown in Figure 6-46:

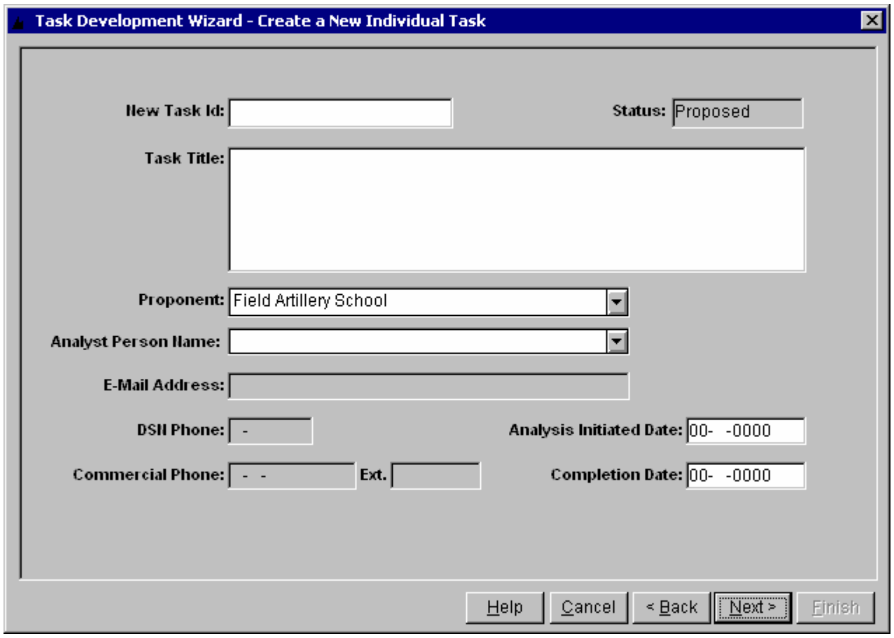


Figure 6-46: Create a New Individual Tasks Window

- All new tasks automatically have a status of Proposed.
- Enter the **Task Id** and **Task Title**. The developing School will be entered automatically based on the school associated with the ASAT database site ID.
- The **Task Title** may not exceed 164 characters. It must contain an action verb, an object, and may contain a qualifier.
- When a selection is made for **Analyst Name**, the **Email** and **Phone Number** fields will be filled automatically when you tab to the next field, if the information has been entered in the Personnel table in the **General** section of the **Support** Module.
- The format for the **Analysis Initiated Date** and **Completion Date** fields is DD-MMM-YYYY. The month is entered automatically when the first letter is entered, but may also be typed in.
- Click the **Next** button to proceed.

The remainder of this wizard will perform the linking of related data to the individual task. It will be assumed that you know how to perform linking operations and set filters. Refer to section 9.7, Wizards, for an explanation of linking. See section 9.2, Filters, and section 6.6, Filtering Individual Tasks, for an explanation of filters. ***The remaining steps are applicable for creating, editing, or copying an individual task***.

Step 3: Link the Individual Task to Occupations / the Lowest Skill Level. Some Individual Tasks may be linked to only one Occupation Specialty/skill level; however, others may be linked to multiple Occupation Specialties/skill levels.

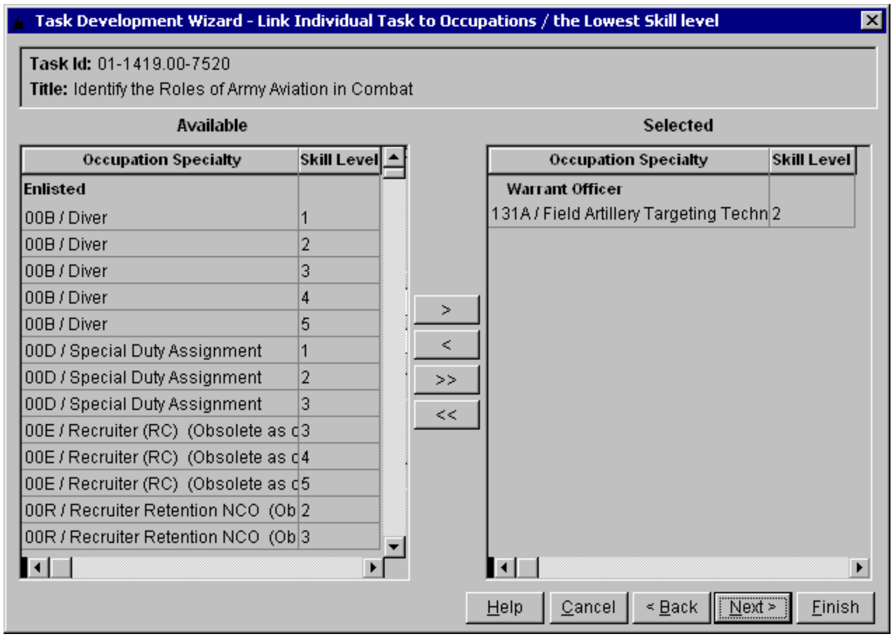


Figure 6-47: Link Individual Tasks to Occupations/the Lowest Skill Level

- The *Link Individual Task to Occupations / the Lowest Skill Level* window prompts you to link the new Individual Task with one or more Occupation Specialties and the lowest applicable skill levels.

- The Occupation Specialties are listed in Occupation Specialty ID/Skill Level order. Order of presentation is *Enlisted*, *Officer*, and then *Warrant Officer*.

- The list displayed is maintained in the Occupational Specialty table in the **Individual** section of the **Support** Module.

- The Occupation Specialties/Skill Levels will display as a picklist in the left windowpane. Select the appropriate Occupation Specialty / Skill Level in the left pane and move them to the right windowpane. They have now been linked to your individual task. Click the **Next>** button. To unlink, select the Occupation Specialty from the right windowpane and move it to the left windowpane.

Step 4: Link Individual Task to Duty Positions. This screen is used to identify in which duty positions the task is performed. The **Available** box displays all duty positions linked to the Occupation Specialties and skill levels selected on the previous screen. If no occupation specialties have been linked on the previous screen, the *Link Individual Task to Duty Positions* screen will be skipped.

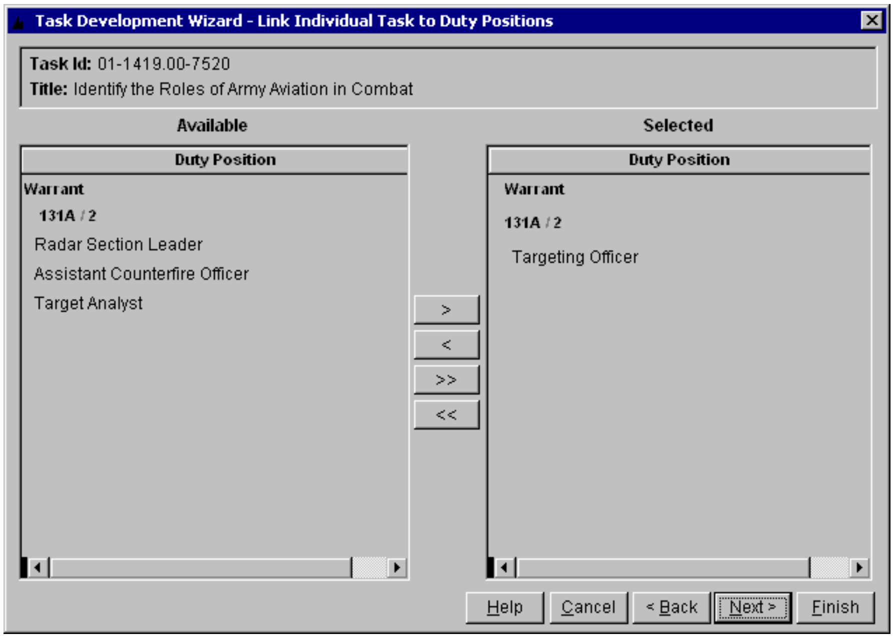


Figure 6-48: Link Individual Task to Duty Positions

- The duty positions displayed were linked to Occupation Specialty and Skill Level through the **Duty Positions Links** tab in the Occupational Specialty/Skill Level table in the **Individual** section of the **Support** Module.

- To link a Duty Position to this task, select the Duty Position from the left windowpane and move it to the right windowpane. To unlink a Duty Position, select the Duty Position from the right windowpane and move it to the left windowpane.

- This selection can be used to build the condition statement on the *Link Individual Task to Condition* screen displayed later in the **Individual Task Development Wizard**.

  Note: *The next few linking windows, including Performance Location, Equipment, Required References, and Cue, can be used to build a prompted Condition statement, if desired. The Condition statement is built as follows:* ***As a [Duty Position] in a [Location], given [Equipment], and [Supporting Products]: [Cue]****.*

Step 5: Link Individual Task to Performance Location. This screen is used to link the individual task to the primary performance location. Click on the desired row to highlight and select.

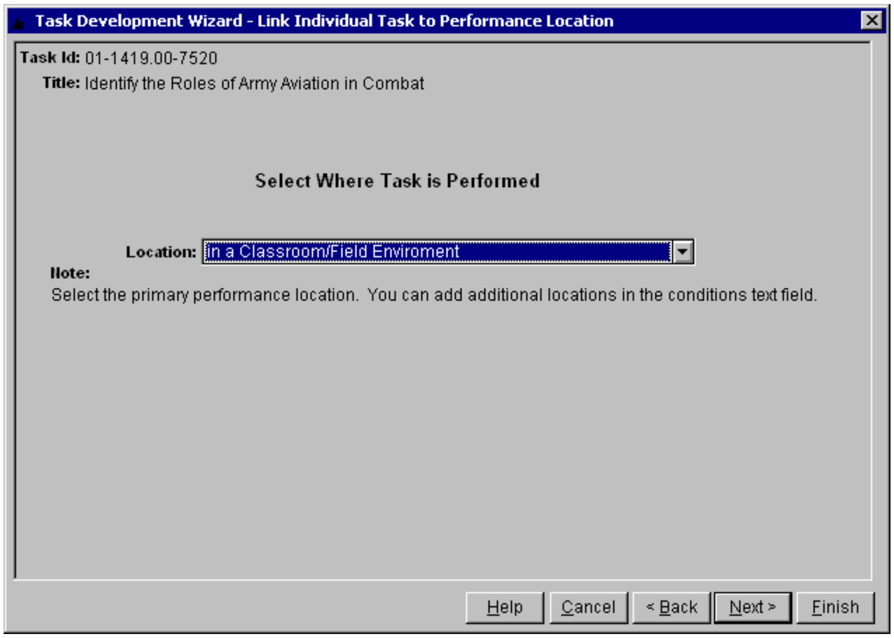


Figure 6-49: Link Individual Task to Performance Locations

This selection can be used to build the condition statement on the *Link Individual Task to Condition* screen displayed later in the **Individual Task Development Wizard**. Additional locations can be added on the *Conditions* screen.

The locations displayed are maintained in the Task Performance Locations table in the **General** section of the **Support** Module.

Step 6: Link the Individual Task to the Equipment (Materiel Items). The *Link Individual Task to Equipment (Materiel Items)* window (Figure 6-50) allows you to link the Individual Task with one or more items of Equipment. Therefore, it is prerequisite that the Equipment (Materiel Items) table in the **General** section of the **Support** Module be up to date for the appropriate choices to be in the **picklist**. A *Specify Filter Criteria for Equipment* screen will display before the *Equipment (Materiel Items)* window appears allowing you to limit the tasks that will be shown on the window.

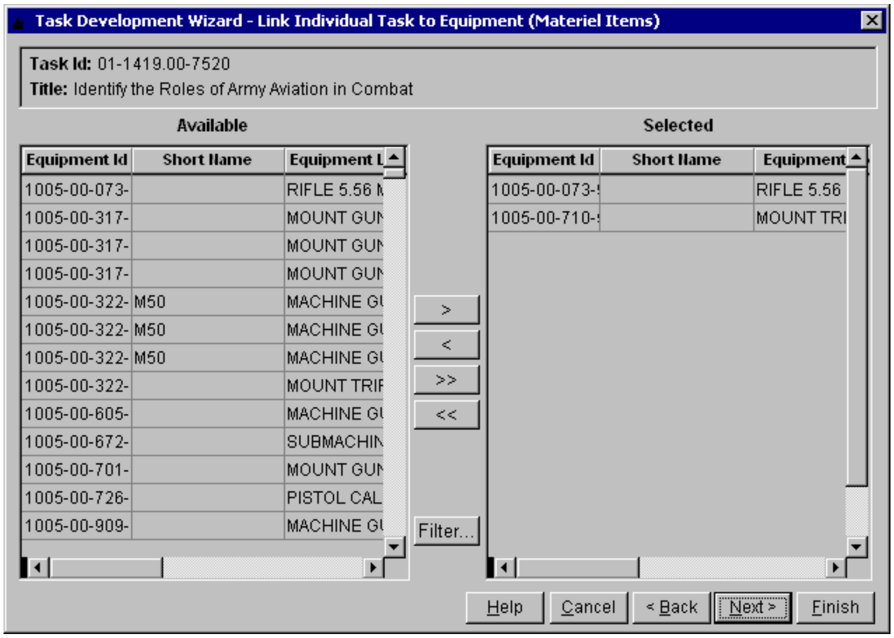


Figure 6-50: Link Individual Task to Equipment (Materiel Items)

Select the appropriate Equipment in the left windowpane and move it to the right windowpane to make a link and vice-versa to unlink for the previously related Equipment. Continue to link the appropriate Equipment to your new individual task. If short names have not been entered for equipment, click on the **Equipment Long Name** column header and drag that column in front of the **Short Name** column to view the names. Click the **Next>** button.

> ***Note:*** *This selection can be used to build the Condition statement on the Link Individual Task to Condition screen displayed later in this wizard.*

Step 7: Link the Individual Task to Supporting Products. The *Link Individual Task to Supporting Products* window allows you to link the Individual Task with one or more Supporting Products (or references.) Therefore, it is prerequisite that the Products table in the **General** section of the **Support** Module be up-to-date for the appropriate choices to be in the **picklist**. A products filter screen will display before the *Supporting Products* window appears, allowing you to limit the products that will be shown on the window.

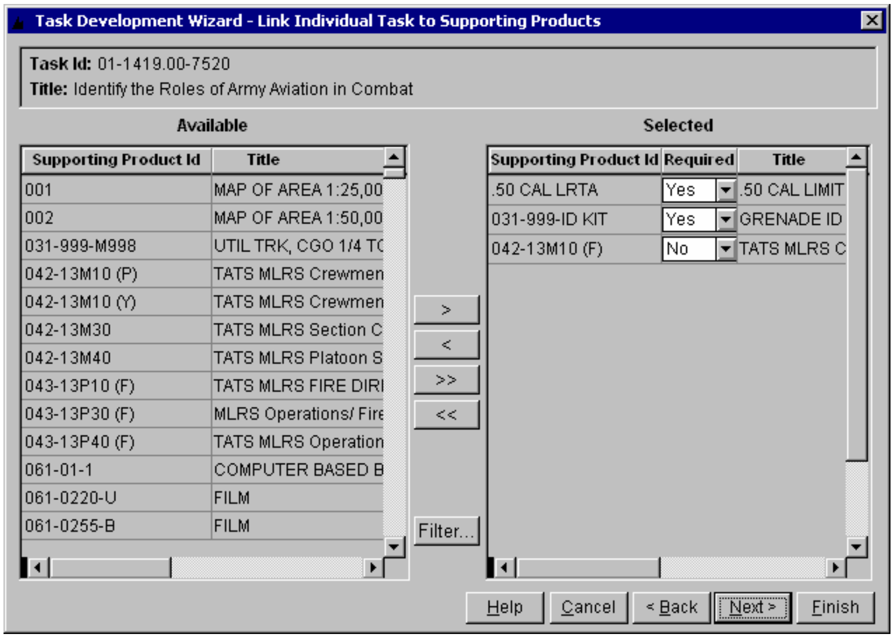


Figure 6-51: Link Individual Task to Supporting Products

You can use the filter button to limit your **picklist** in the left windowpane. For example, if you want to list only field manuals as references, you can use the **Product Types** filter to limit your **picklist** to field manuals only.

Select the appropriate Supporting Products in the left windowpane and move it to the right windowpane to make a link and vice-versa to unlink for the previously related Supporting Products. Continue to link the appropriate Supporting Products to your new individual task. Products linked will display in the *References* section of the Task Summary and the Soldier Training Publication to which the task is linked.

Notice in the right-pane that you can indicate the reference as required or related and as primary or secondary. If you intend to use the **Create Condition** option, you will want to link required references now, but you probably do not want to list your related references until you have developed the task steps. You can use the **Individual Task Development Wizard** later to add the related references and edit your Individual Task. When linking is completed, click the **Next>** button.

Step 8: Enter the Individual Task to Cue. The Cue indicates the initiating action causing the task to be performed. The statement entered here appears in the Condition statement when the condition builder is used.

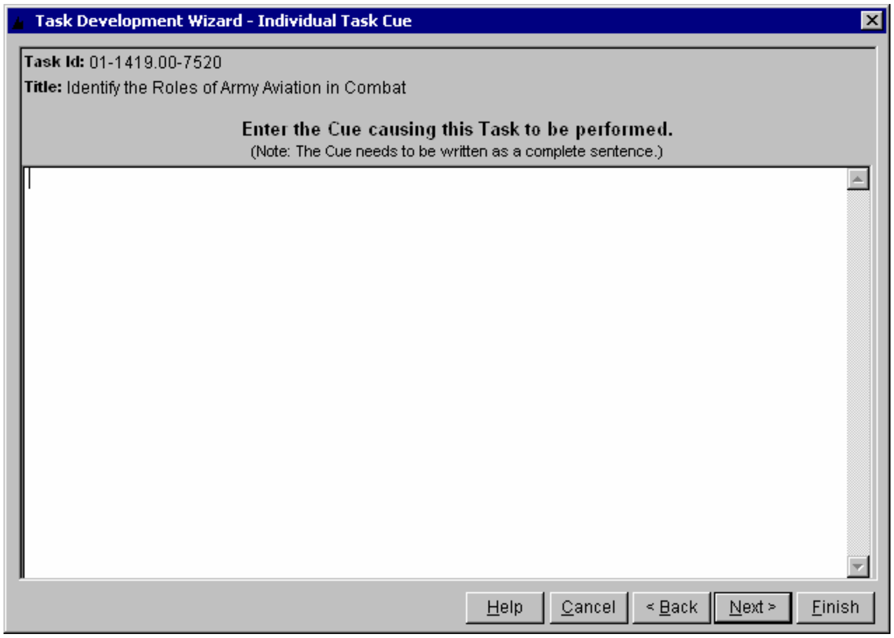


Figure 6-52: Individual Task Cue Window

Note: *This tab is used exclusively with the **Create Condition** option. It is not included in the **Individual Task** tab folder accessed by the **Create/Edit Individual Task** menu option.*

Step 9: Enter the Individual Task Condition. You have two methods of entering the Condition Statement shown in the following example:

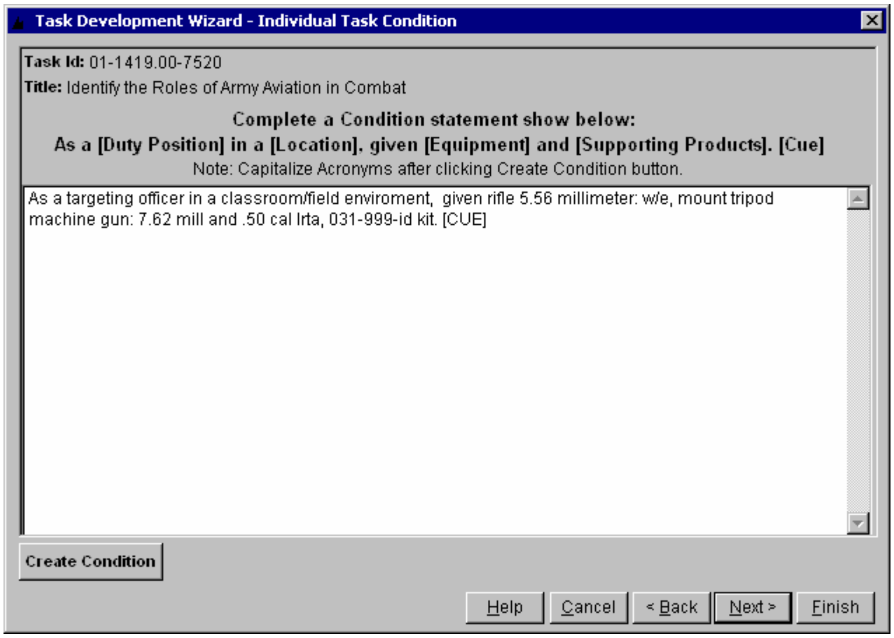


Figure 6-53: Editing an Individual Task Condition Statement

- The first way is to type or cut and paste information into the **Condition** tab.
- Another way is to click the **Create Condition** button 

in the lower left corner of the window. This automatically builds the Condition Statement from the previously entered information regarding the **Duty Position**, **Performance Location**, **Equipment**, **Supporting Products**, and **Cue**. The Condition Statement can now be edited.

> ***Note:*** *Data generated by clicking on the **Create Condition** button will overwrite an existing Condition statement.*

Step 10: Link Individual Tasks to Major Task Steps. This screen is used to link major task steps to the current task.

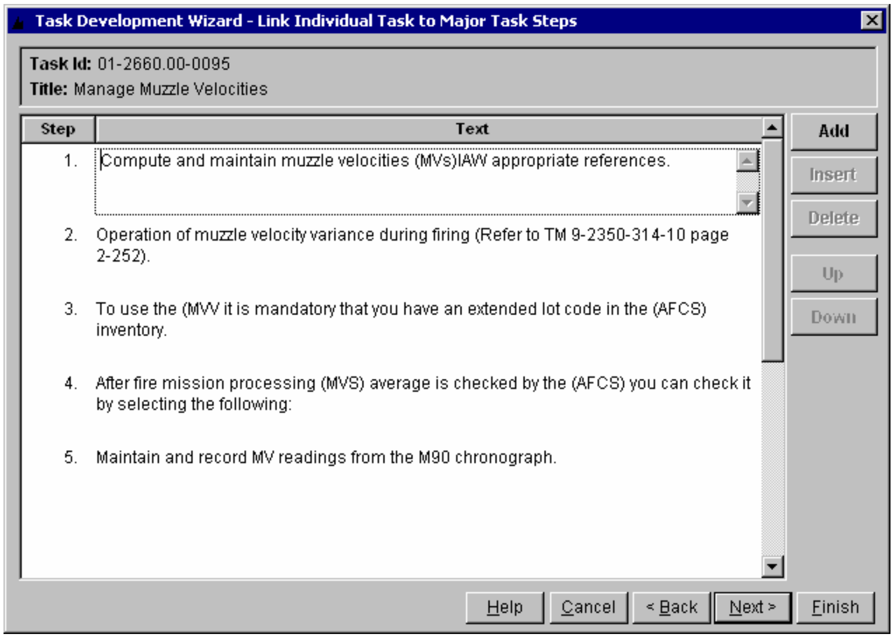


Figure 6-54: Linking an Individual Task to Major Tasks Steps Screen

- Only major steps (1, 2, 3, etc.) may be linked on this screen.
- Once linked and saved by clicking the **Finish** button, major steps cannot be deleted or moved up or down using this screen.
- The Outline Editor must be used to manipulate saved major steps and to enter sub-steps. See section 9.5 for details on using the Outline Editor function.
- In addition to the usual **Wizard** buttons at the bottom of the screen, the following buttons appear on the right:
  - **Add** will add a major step at the end of the current list. This button is always active.
  - **Insert** will insert a major step above the currently selected step. This button is active only when the **Add** button has been used to add a new major step that has not yet been saved to the Outline Editor by clicking the **Finish** button. You cannot insert steps between previously saved steps.
  - **Delete** will delete the currently selected step. This button is active only when the **Add** button has been used to add a new major step, which has not yet been saved to the Outline Editor by clicking the **Finish** button. You cannot delete previously saved steps.
  - **Up** will move the currently selected step up one major step and renumber the steps. This button is active only when the **Add** button has been used to add new major steps, which has not been saved to the Outline Editor by clicking the **Finish** button. You cannot move previously saved steps.
  - **Down** will move the currently selected step down one major step and renumber the steps. This button is active only when the **Add** button has been used to add new major steps, which have not been saved to the Outline Editor by clicking the **Finish** button and the step is not the last step in the list. You cannot move previously saved steps.

Step 11: Enter Task Standards. This screen is used to enter the standard statement for the task. The standard specifies how well, completely, or accurately a process must be performed or a product produced.

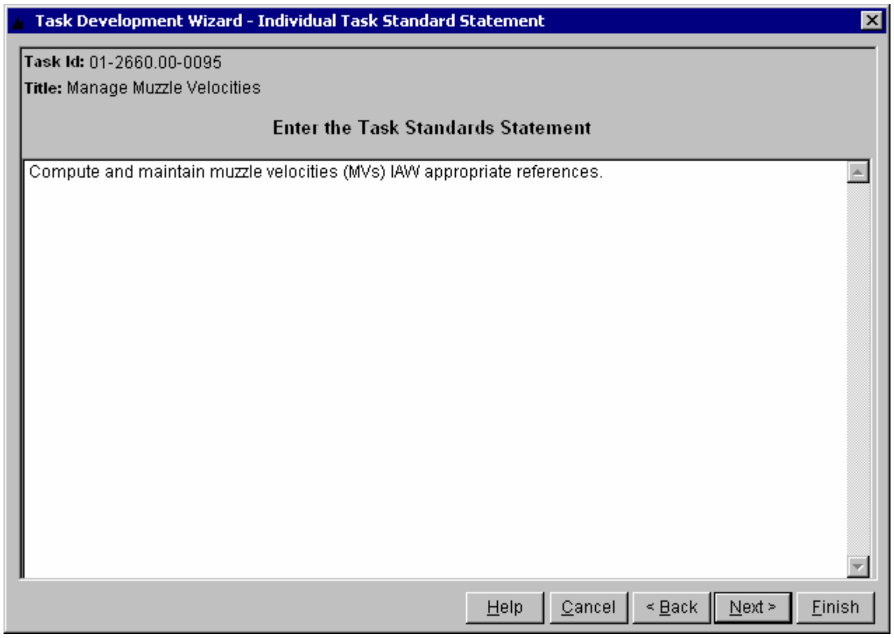


Figure 6-55: Individual Task Standard Statement Screen

Step 12: Enter the Individual Task Environmental Statement. This screen is used to identify all environmental factors and considerations associated with task performance.

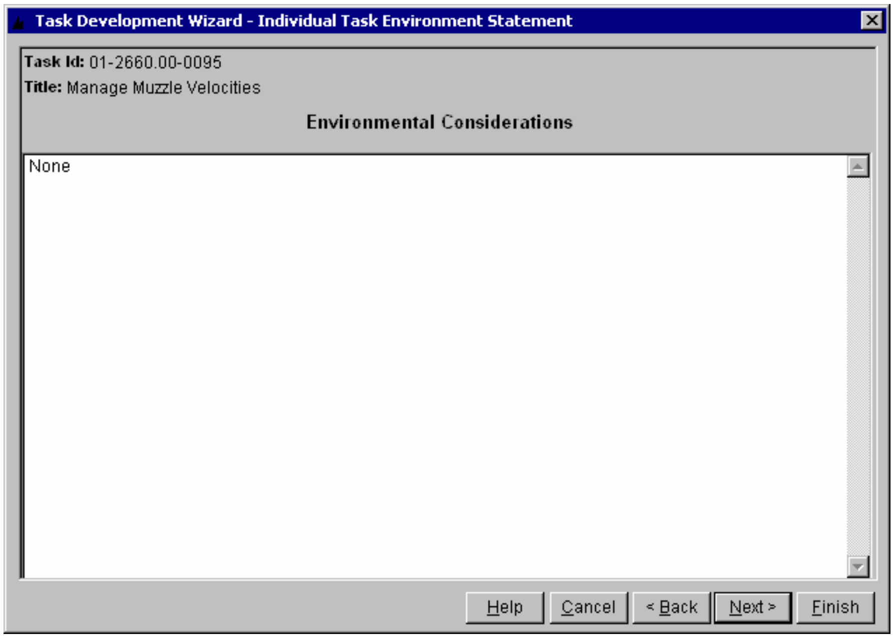


Figure 6-56: Individual Task Environment Statement

Step 13: Enter the Individual Task Safety Statement. This screen is used to identify all safety factors, hazards, and considerations associated with task performance.

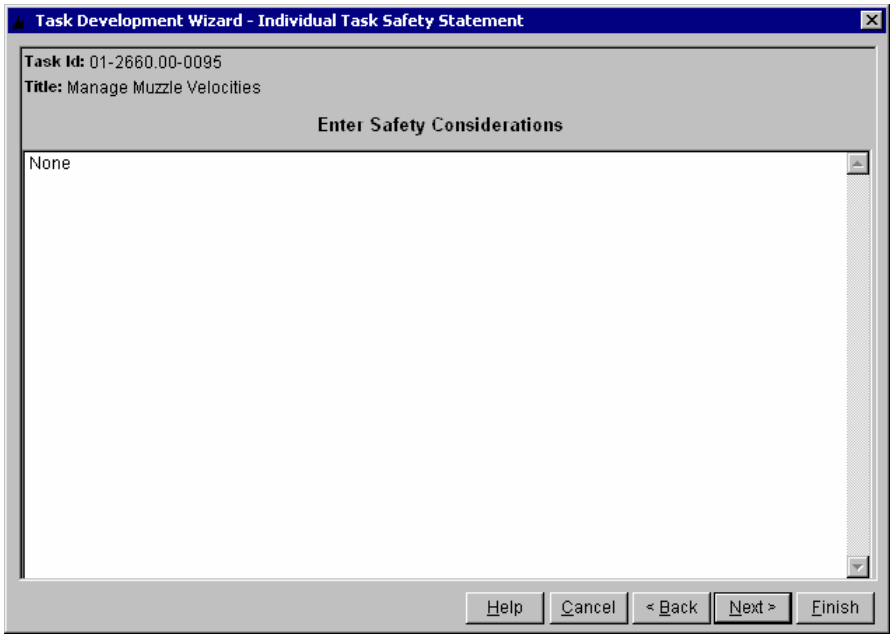


Figure 6-57: Individual Task Safety Statement

Step 14: Link Individual Task to Subject Areas. This screen is used to specify the subject area within an STP to which the task is assigned.

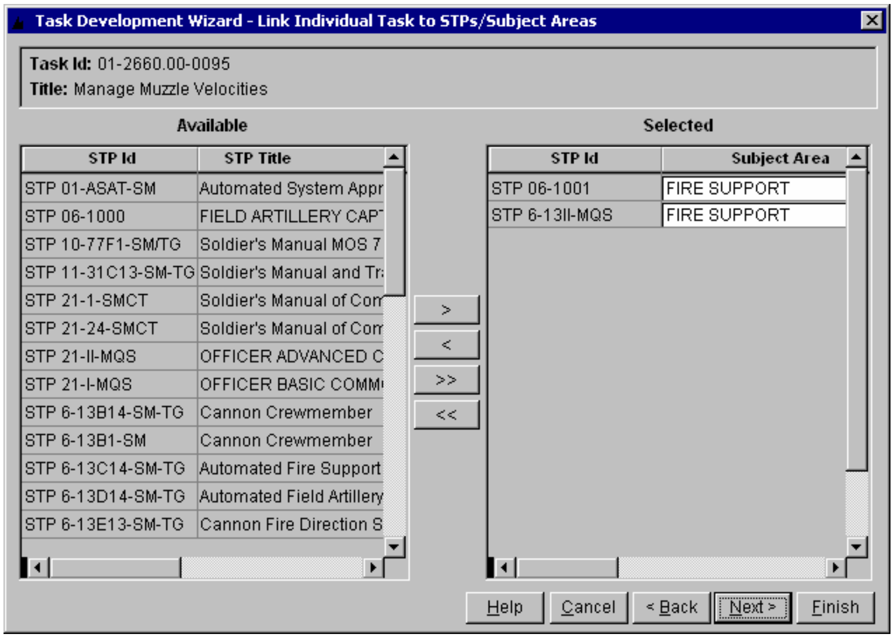


Figure 6-58: Linking Individual Tasks to Subject Areas

The STP(s) is selected on the left windowpane. The subject area is selected on the right windowpane by clicking on the arrow next to the subject area block and selecting a subject area from the window that appears.

The subject areas displayed are maintained in the *STP Wizard*, *Linking STPs to Subject Area Wizard* screen, or accessed at the **Create/Edit STP** option through the **Individual** Module on the **Subject Area Links** tab.

Step 15: Link Individual Task to Supporting Individual Tasks. This screen is used to link supporting tasks performed as part of or in support of the current task. The Individual Task table is large, so a *Specify Filter Criteria for Individual Task* screen is provided to allow the user to specify the kinds of tasks to display in the **Available** box.

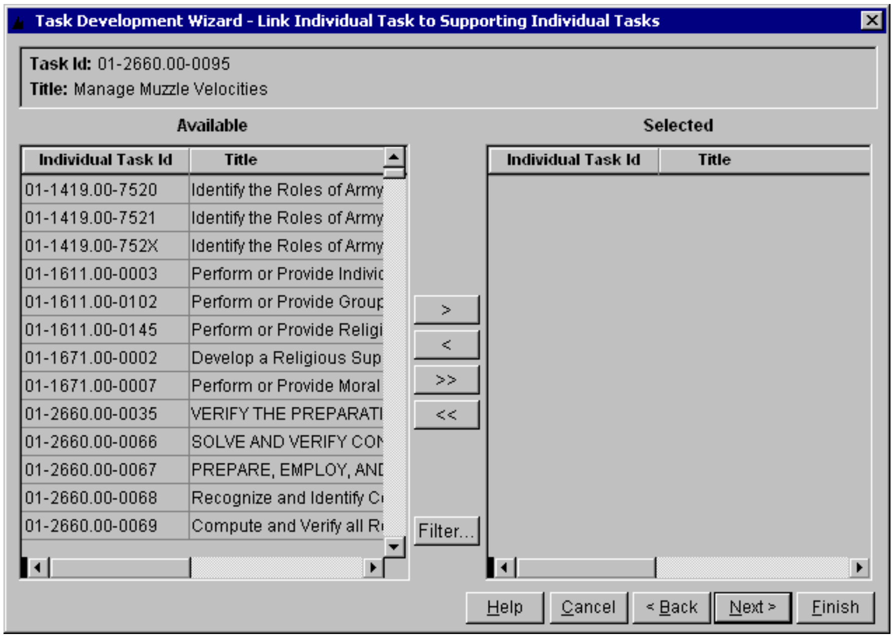


Figure 6-59: Linking Individual Task to Supporting Individual Tasks

To link a Supporting Task, select the Supporting Task from the left windowpane and move it to the right windowpane. To unlink a Supporting Task, select the Supporting Task from the right windowpane and move it to the left windowpane.

STP and **Task Summary** report selections include the option of displaying Supporting Individual Tasks with the Individual Task Summary.

Step 16: Link Individual Task to Courses. This screen is used to link courses to the current task. The list of courses displayed in the **Available** box is maintained in the Courses Table in the **General** section of the **Support** Module.

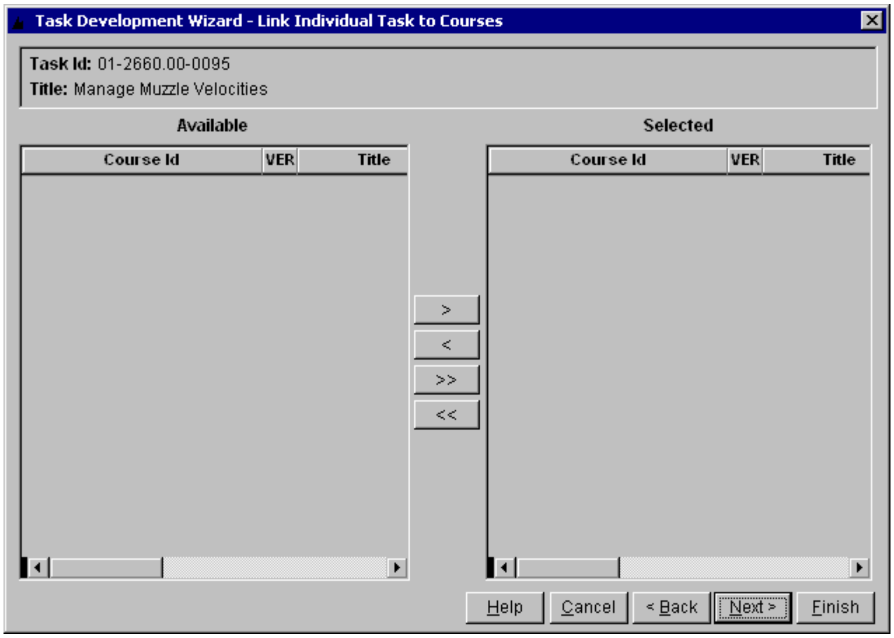


Figure 6-60: Linking Individual Task to Courses

To link a Course, select the Course from the left windowpane and move it to the right windowpane. To unlink a Course, select the Course from the right windowpane and move it to the left windowpane.

Step 17: Link Individual Task to Skills. This screen is used to link the task to skills required to perform the task. The skills displayed in the **Available** box are maintained in the Skills Table in the **Individual** section of the **Support** Module. A *Specify Filter Criteria for Skills* screen will display before the *Link Individual Task to Skills* window appears allowing you to limit the items that will be shown on the window.

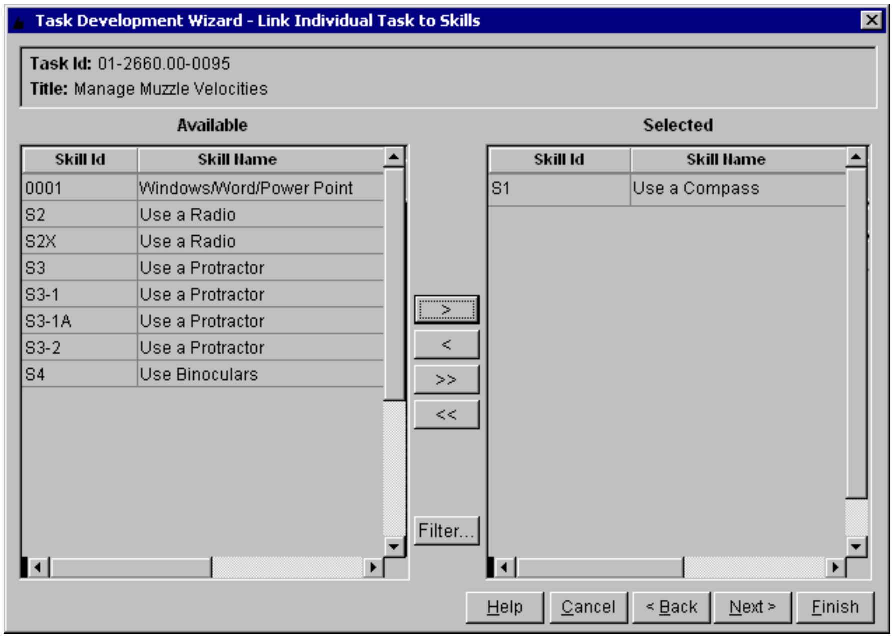


Figure 6-61: Linking Individual Task to Skills

To link a Skill, select the Skill from the left windowpane and move it to the right windowpane. To unlink a Skill, select the Skill from the right windowpane and move it to the left windowpane.

Step 18: Link Individual Task to Knowledges. This screen is used to link the task to the knowledge required to perform the task. The knowledges displayed in the **Available** box are maintained in the Knowledge Table in the **Individual** section of the **Support** Module.

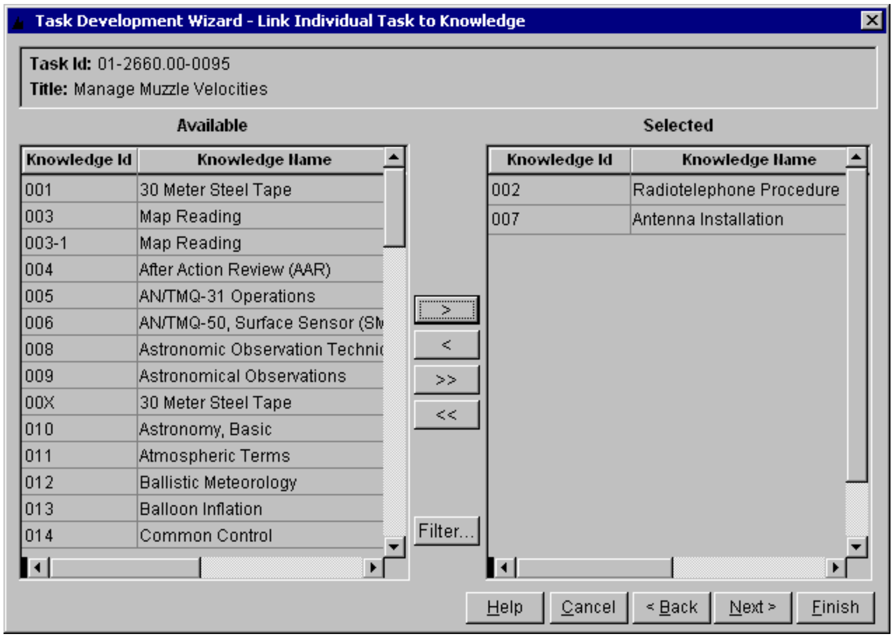


Figure 6-62: Linking Individual Tasks to Knowledge

To link a Knowledge, select the Knowledge from the left windowpane and move it to the right windowpane. To unlink a Knowledge, select the Knowledge from the right windowpane and move it to the left windowpane.

Step 19: Select Task Data. The *Select Task Data* screen is used to identify individual task performance specifications:

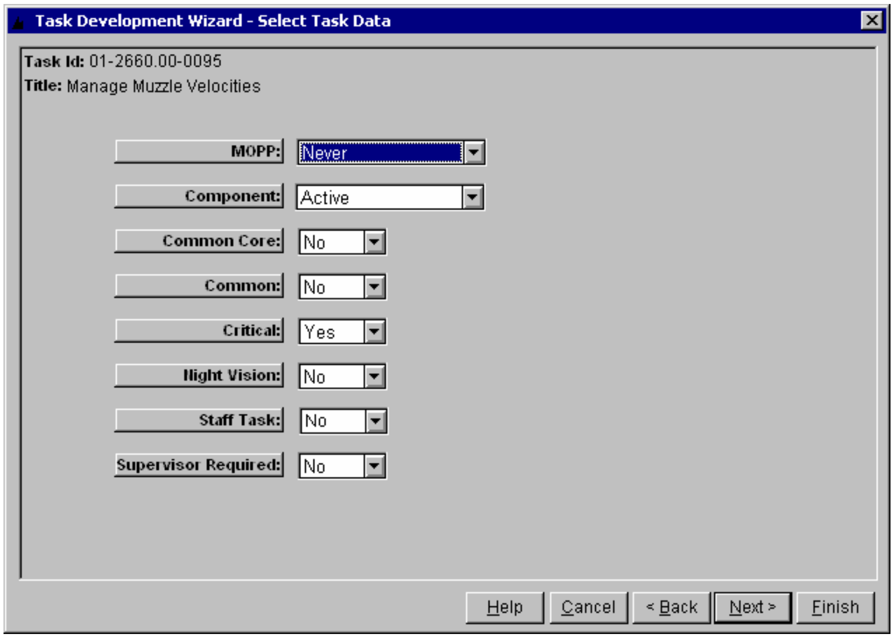


Figure 6-63: Select Task Data Window

Click on the down-arrow for each field to display the options. Click on the desired option to select it. The following fields are available on this screen:

Field	Description
MOPP	Indicates when/if the task is performed under MOPP conditions.
Component	Identifies the component that performs the task.
Common Core	Indicates a common core task.
Common	Indicates a common task.
Critical	Indicates a critical task.
Night Vision	Indicates whether there is a Night Vision requirement for the task.
Staff Task	Identifies a task that is performed at the unit staff level.
Supervisor Required	Indicates whether a supervisor is required for the task.

Step 20: Link Individual Task to User Categories. This screen is used to link the task to user-defined categories. The categories displayed are maintained in the Categories Table in the **General** section of the **Support** Module. Categories can be used to filter the tasks displayed on a grid or as a filter for InfoMaker reports.

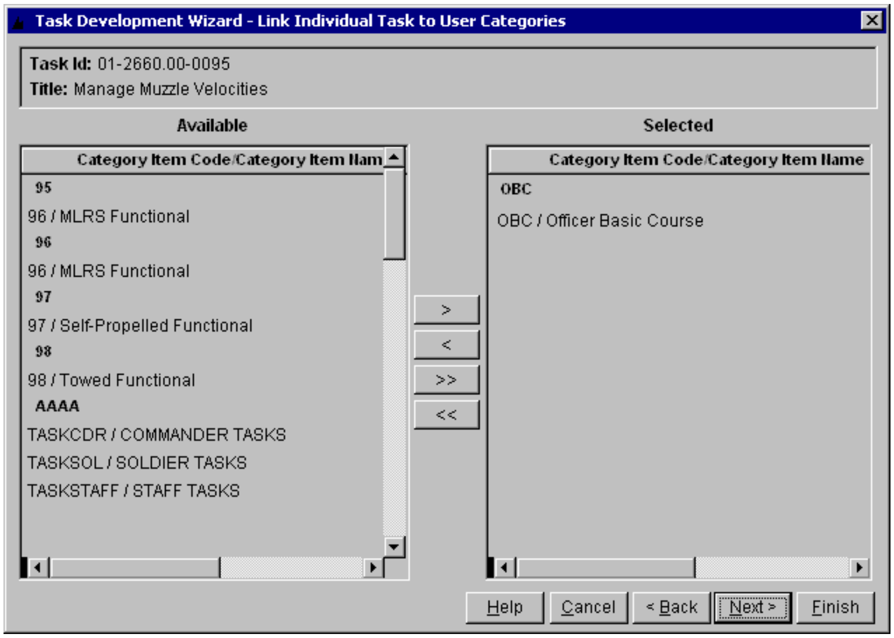


Figure 6-64: Linking Individual Tasks to User Categories

Bold entries in the **Available** box are categories. Click in the desired category items under the categories to make a selection.

To link a User Category, select the User Category from the left windowpane and move it to the right windowpane. To unlink a User Category, select the User Category from the right windowpane and move it to the left windowpane.

Step 21: Enter Individual Task Remarks. This screen functions as a notepad for the task developer for entry of any information pertinent to this task that is not maintained elsewhere in the **Individual** Module.

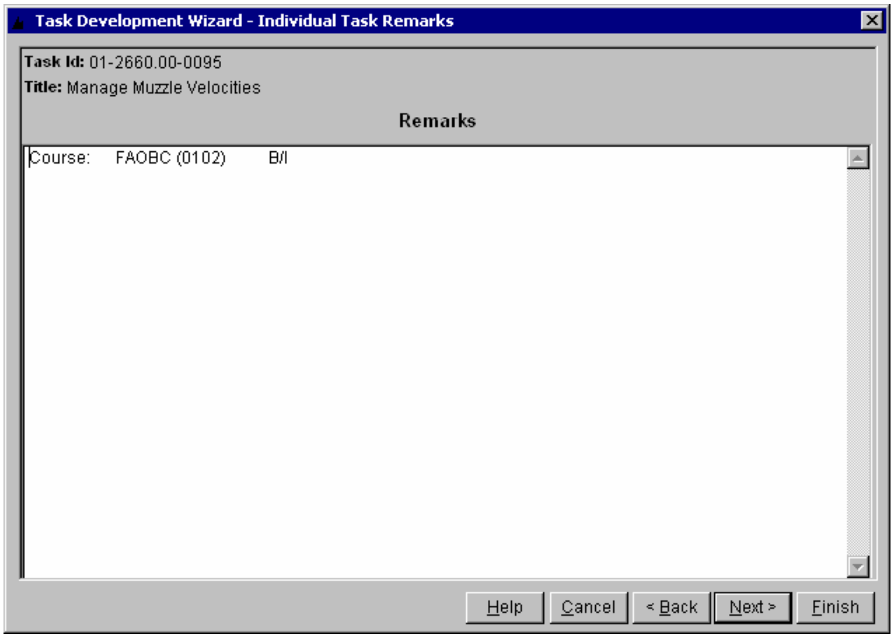


Figure 6-65: Individual Task Remarks

Step 22: Further Options. This screen provides the user with four options upon completing the **Task Development Wizard**. Make a selection and click the **Finish** button. This will save your work entered in the Wizard, and execute the specific option selected.

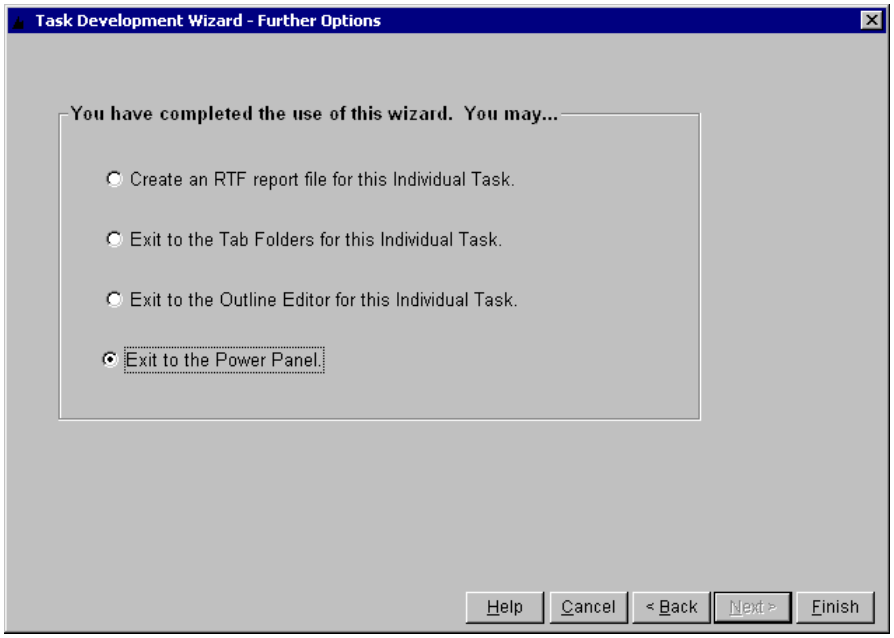


Figure 6-66: Task Development Wizard – Further Options Screen

Specific options are:

- **Create an RTF report file for this Individual Task**
- **Exit to the Tab Folders for this Individual Task**
- **Exit to the Outline Editor for this Individual Task**
- **Exit to the Power Panel**

When the **Finish** button is clicked, an *Update Change History* screen will display listing the User ID and Date/Time of the change. Enter a comment about the change and click the **OK** button to proceed with the selected action.

If you do not want to print your draft Individual Task, then click on the **Finish** button. For instructions on how to print an Individual Task RTF file, see section 6.15, Print Individual Data Reports.

6.5.2 Using the Create/Edit Individual Tasks Option

This section covers the **Create/Edit Individual Tasks** Power Panel option. This option accesses the Individual task grid and tab folders that are used to create, revise, or delete Individual tasks. The **Individual Task Development Wizard** covered in section 6.5.1 guides you through the basic process of creating and revising an individual task.

From the Power Panel, click on the **Individual** Module and highlight the **Create/Edit Individual Task** menu option. Double-click or click on the **Open** button to access this menu option.

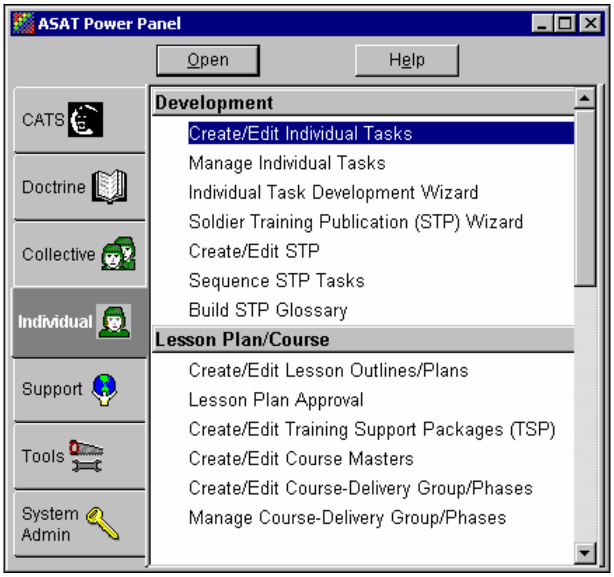


Figure 6-67: Power Panel – Individual Create/Edit Individual Tasks Options

Before the listing of tasks is populated on the screen, a filter window is displayed to allow the user to limit the set of tasks displayed on the grid or spreadsheet. See Section 6.6, Filtering Tasks, for guidance and procedures for individual filters.

6.5.2.1 The Individual Task Maintenance Grid

The *Individual Task Maintenance* grid is populated according to the filter selected. From this screen you can add (insert), delete, or copy individual task records.

Refer to section 9.3 for an explanation and procedures on using grids and section 6.5.1, under step 2, for procedures on safeguarding information when copying tasks.

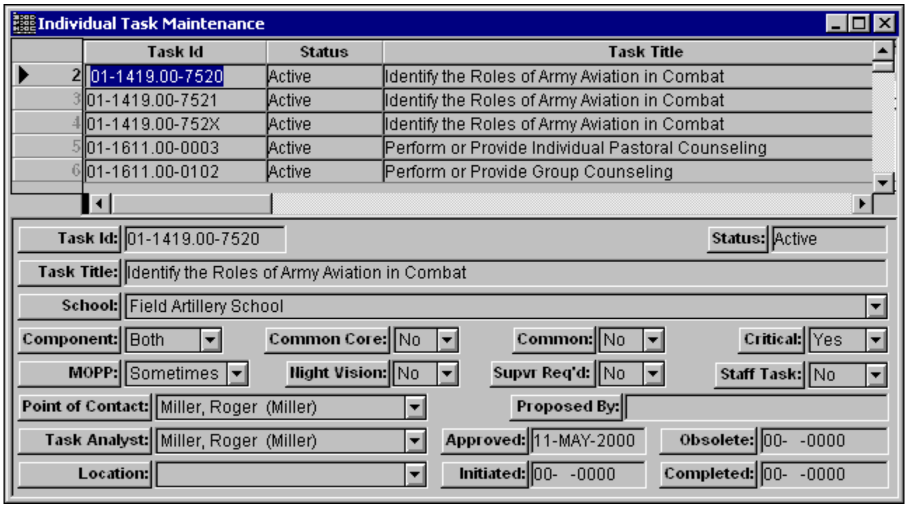


Figure 6-68: Individual Task Maintenance Grid Window

This window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The columns shown on the grid are Individual task table fields such as **Task Id**, **Title**, and **School code**.

The default grid setting for the Individual Task grid is a grid with detail information on the bottom of the screen. To change your screen to grid only, use menu option **View** and choose **View Records by** followed by **Grid**.

The **Task Title** can be edited for proposed tasks only. The user of this window cannot edit the **Task Id**, **Status**, **Approved Date**, and **Obsolete Date**. Use the **Manage Individual Task** menu option from the Power Panel (refer to section 6.7 for details) to affect the **Status**, **Approval Date**, and **Obsolete Date** fields.

Note: *Inserted records will automatically contain a default status of "Proposed."*

Linked information is not available from the grid but may be viewed by selecting the menu option **Data** and choosing **Related Data**.

6.5.2.2 Individual Tab Folder

The **Individual Task Development** tab folder (Figure 6-69) is the result of selecting an individual task from an individual task grid or the *Quick Access* window. From the grid, select the **Data** menu, **Related Data** option. The header of this window contains the **Task ID**, **Status**, and **Title** of the task being created or revised.

All individual task fields are accessible on the tab folder in some way. Fields in the Individual task table are available on the **Task Data** tab and the **Administrative Data** tab. The block data text fields that are not available from the grid are available on separate tabs. The other tabs allow the user to connect the current task to a variety of other tables in ASAT such as supporting products (references), supported collective tasks, equipment, occupational specialties, and STP/Subject Areas. Refer to section 9.4 for guidance and procedures for using the various types of tabs in ASAT.

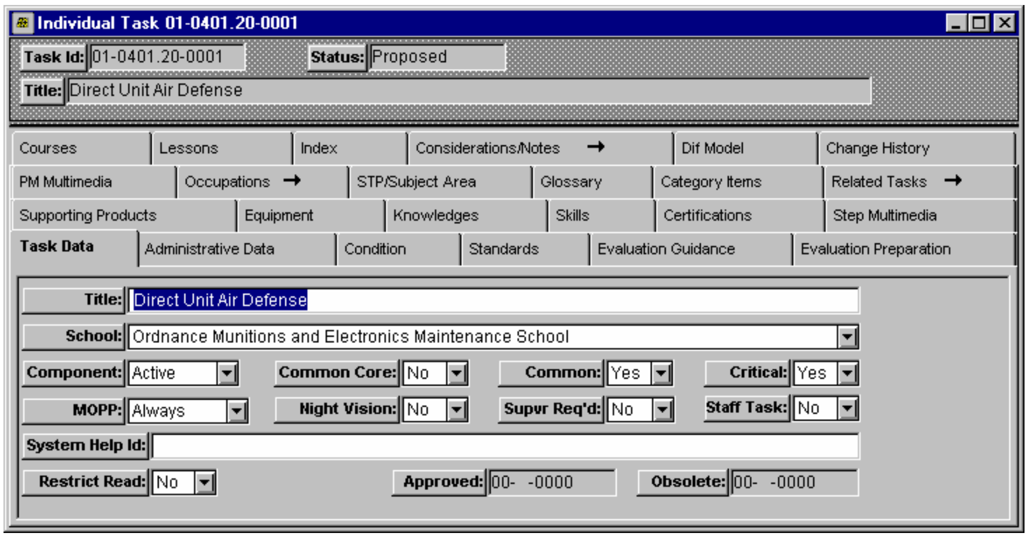


Figure 6-69: Individual Task Data Tab Folder

Each individual task tab is discussed in the order that it appears upon initial entry into the **Individual Task** tab folder. The tab folders can be accessed in any order. An arrow in a tab folder title indicates the tab folder has additional related tabs. Also refer to section 6.5.3 for details on using the **Outline Editor** tab folder options used to link data at the task step and performance measure levels.

Task Data Tab

The **Task Data** tab (Figure 6-69) is a **detail** tab that contains the following fields from the Individual Task table:

Field	Description
Title	Displays the individual task title not to exceed 164 characters. The title must contain an action verb, an object, and may contain a qualifier. Proposed task titles may be edited if the user has rights to the task.
School	Displays the appropriate developing agency.
Component	Displays the appropriate component designation: *Active*, *Reserve*, or *Both*. Default is *Active*.
Common Core	Displays *Yes* or *No* to identify a Common Core task. Default is *No*.
Common	Displays *Yes* or *No* to indicate whether a task is performed by every soldier in a specific skill level regardless of MOS or branch. Default is *No*.
Critical	Displays *Yes* or *No* to indicate whether a task is critical. An individual task is critical when it must be performed to accomplish the mission and survive in the full range of Army operations. Critical tasks must be trained. Default is *Yes*.
Staff Task	Shows Staff Tasks identified as *Yes* or *No*. Default is *No*.
Night Vision	Displays *Yes* or *No* to indicate whether night vision equipment is required to perform the task. Default is *No*.

Field	Description
Supervisory Requirement	Displays *Yes* or *No* to indicate whether supervision is required to perform the task. Default is *No*.
MOPP	Displays *Never*, *Sometimes*, or *Always* to indicate when this task is performed in MOPP conditions. Default is *Never*.
System Help ID	This field identifies the Help ID to be contained within embedded software. The information entered here transfers to the **System Help ID** field on the **Enabling Learning Objective (ELO) Data** tab in the Lesson Plan when task information is copied into a lesson plan. Only used by embedded software system developers.
Restrict Read	This drop-down list box is used to limit accessibility to the details of a record to only the people actively working on the record (point of contact, subject matter expert (SME)/analyst, or system administrator.) If the **Restrict Read** is set to *Yes*, the record will appear in the grid view, but will not allow users other than the point of contact, SME/analyst, or system administrator to open or edit the tab folder information. If the **Restrict Read** is set to *No*, users will have viewing and modification privileges as defined by the current ASAT user definition. Only the individuals listed above can set the record restriction.
Approved date*	This field is used for viewing purposes only, indicating the date the status was changed to active. It is accessible only through the grid on the **Manage Individual Task** menu option on the Power Panel.
Obsolete date*	This field is used for viewing purposes only, indicating the date the status was changed to inactive. It is accessible only through the grid on the **Manage Individual Task** menu option on the Power Panel.

* - The **Approved** and **Obsolete** fields are entered automatically by ASAT when changes are made to these fields though the **Manage Individual Tasks** menu option.

Administrative Data Tab

The **Administrative Data** tab (Figure 6-70) is a **detail** tab used to identify administrative type information about the task, such as the Point of Contact, the Analyst/SME, the date the analysis was initiated and completed, and the person proposing development of this individual task.

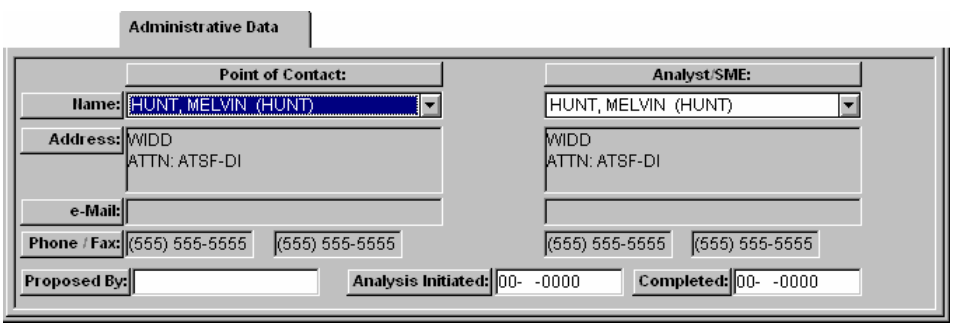


Figure 6-70: Administrative Data Tab Folder

When a selection is made for the Point of Contact **Name** and the **Analyst/SME** fields, the **Address**, **Email**, and **Phone Number** fields will fill automatically, if that information has been entered in the Personnel Table in the **General** section of the **Support** Module. The format for the **Analysis Initiated** and **Completion Date** fields is DD-MMM-YYYY. The month is entered automatically when the first letter is entered, but may be keyed over.

Descriptions of the **Administration** fields that an entry can be made in are as follows:

Field	Description
Point of Contact	Select the Point of Contact for this task. This list comes from the Personnel table in the **Support** Module.
Analyst/SME	Select the name of the Analyst. The list displayed is from the Personnel Table in the **Support** Module.
Analysis Initiated	Enter the date on which task analysis was initiated. Date format is DD-MMM-YYYY.
Completed	Enter the date on which task analysis was completed. Date format is DD-MMM-YYYY.

Conditions Tab

The **Conditions** tab (Figure 6-71) is a **block** data or **text** tab that allows entry and editing of the Condition statement for the current task. The condition expands on the information in the task title by identifying when, where, and why the soldier performs the task, as well as, what materials, personnel, and equipment the soldier must have to perform the task. It is presented in standard paragraph format containing one or more sentences written in jobholder language. The **Task Summary**, **Task Synopsis**, and **Individual Task Development** reports recognize hard returns used on this tab.

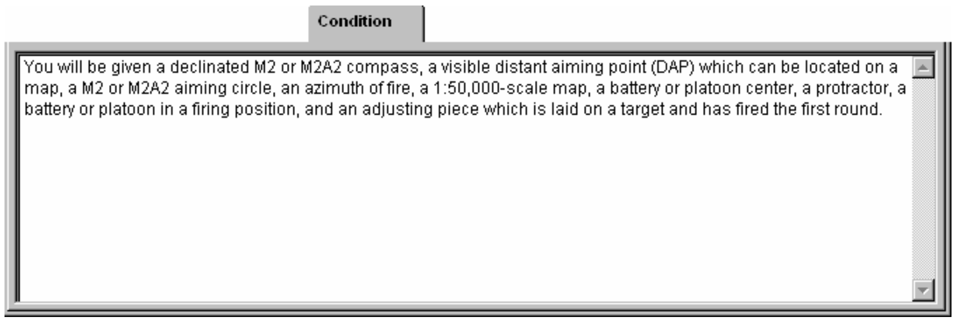


Figure 6-71: Conditions Tab

Standards Tab

The **Standards** tab (Figure 6-72) is a **block** data or **text** tab that allows entry or editing of the Standard statement for the current task. It specifies how well, completely, or accurately a process must be performed or product produced. The **Task Summary**, **Task Synopsis**, and **Individual Task Development** reports recognize hard returns used on this tab.

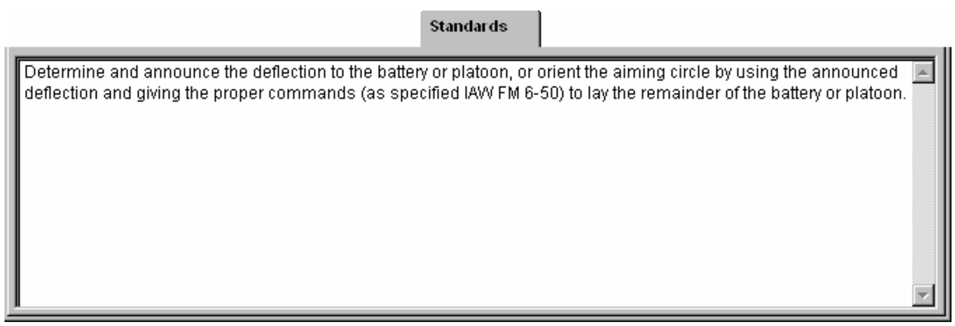


Figure 6-72: Standards Tab

A process standard describes acceptable performance in terms of sequence and/or completeness.

A product standard describes the end result of adequate task performance. It is used when the process it takes to perform the task is not important as long as the product or end result is correct.

The task standard –

- establishes criteria for how well a task must be performed in the field to successfully accomplish the supported mission.
- must be observable, measurable, and objective.
- may include, but is not limited to, accuracy, quantity, speed, and quality.
- is written in past tense and paragraph format containing one or more sentences.

Evaluation Guidance Tab

The **Evaluation Guidance** tab (Figure 6-73) is a **block** data or **text** tab that allows entry or editing of the Evaluation Guidance statement for the current task. The text indicates requirements for receiving a passing score and other special guidance (if required) for the task evaluator. The **Task Summary**, **Task Synopsis**, and **Individual Task Development** reports recognize hard returns used on this tab.

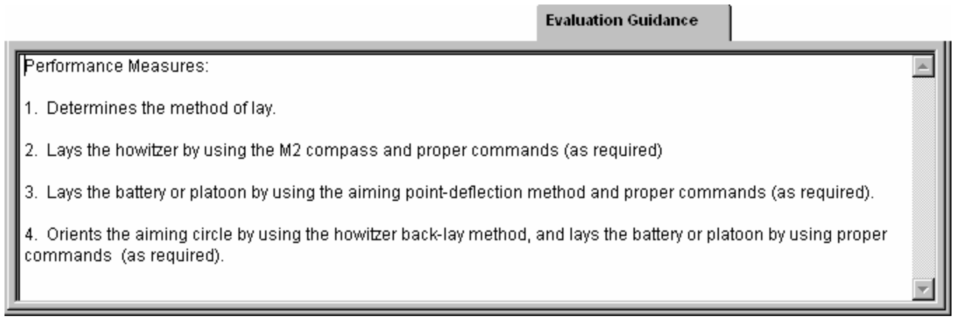


Figure 6-73: Evaluation Guidance Tab

Evaluation Preparation Tab

The **Evaluation Preparation** tab (Figure 6-74) is a **block** data tab that allows entry and editing of the Evaluation Preparation statement for the current task. The text provides special setup procedures and instructions for evaluating task performance, if required. The **Task Summary** and **Individual Task Development** reports recognize hard returns used on this tab.

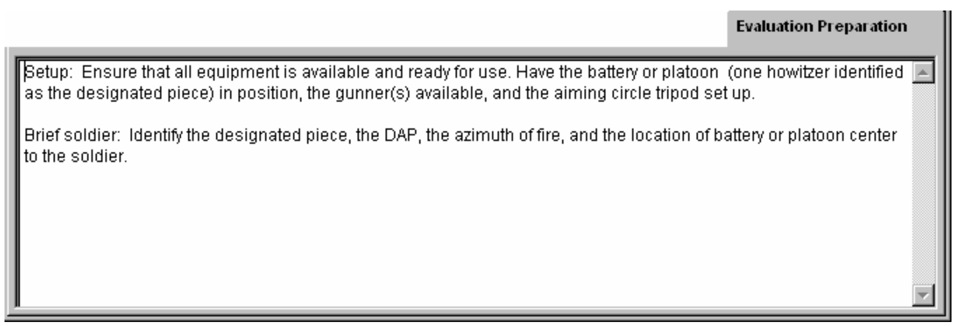


Figure 6-74: Evaluation Preparation Tab

Supporting Products Tab

The **Supporting Products** tab (Figure 6-75) is a **picklist** tab that allows the user to connect supporting products or references to the current task. The **Product Id**, **Step Id**, **Type**, and **Product Name** are view-only fields. Double-click in the **Product Id** column to link a supporting product to the current individual task.

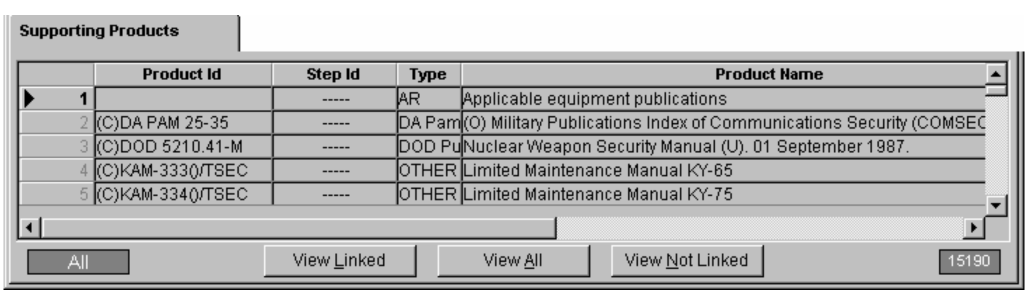


Figure 6-75: Supporting Products Tab

When the **View All** or **View Not Linked** button is used, the *Specify Filter Criteria for Product* screen will display to assist in defining the list of products from which to select. After the filter is selected, a listing of products displays.

Once a link is made, the **Required** and **Product/Source Information** fields are accessible. The **Required** field indicates whether the product is required for task performance. The default is *No*. The **Product/Source Information** field can be used to list paragraph numbers, page numbers, ISBN, type of civilian source (e.g., book, magazine, etc), title of article, and an Army Source for any civilian references including a complete mailing address. The linked supporting products will appear in the *References* section of the Task Summary and any Soldier Training Publications to which the task is linked.

Supporting Products can also be linked to the performance step and the performance measure level (refer to section 6.5.3 for details).

> ***Note:*** *The **Step ID** column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Equipment Tab

The **Equipment** tab (Figure 6-76) is a **picklist** tab that allows the user to connect Equipment to the current Individual task, at the task level. The **Equipment Id**, **Step Id**, **Supply Class**, and **Name** are view-only fields. While in the **Equipment (Materiel Items)/Individual Task Links** tab in the **Support** Module of ASAT, links may also be made to the **Individual Task Equipment** tab folder. This is useful when making multiple links. However, it is recommended that the user work at the **Individual Task** tabs, rather than through the **Support** Module.

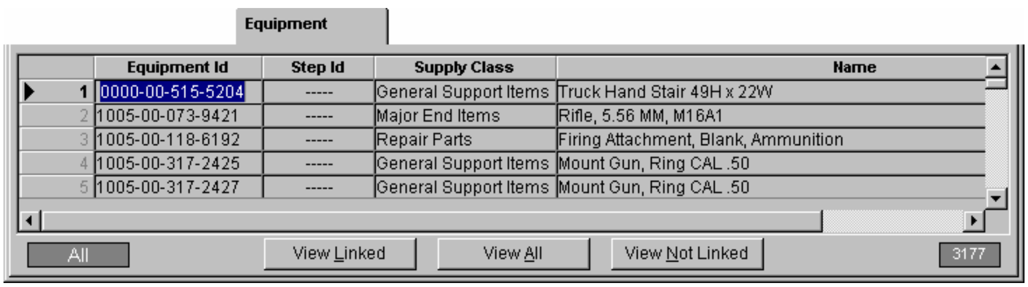


Figure 6-76: Equipment Tab

> ***Note:*** *The **Step ID** column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Knowledges Tab

The **Knowledges** tab (Figure 6-77) is a **picklist** tab that allows the user to connect at the task level Knowledges the task performer must have to complete the current Individual task. The **Knowledge ID** and **Knowledge Name** are view-only fields.

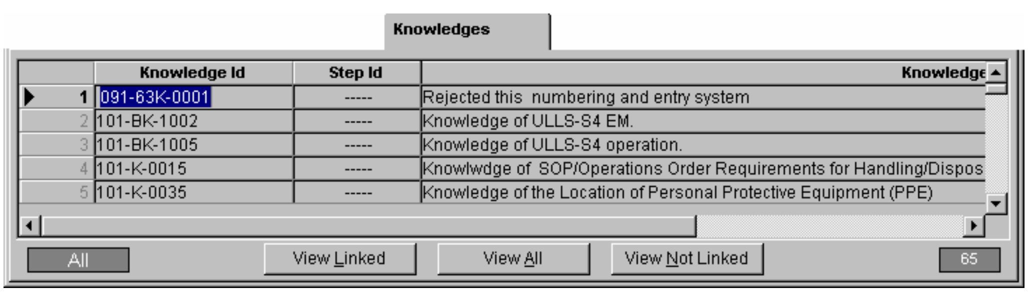


Figure 6-77: Knowledges Tab

When the **View All** or **View Not Linked** button is used, the *Specify Filter Criteria for Knowledge* screen will display to assist in defining the list of Knowledges from which to select. After the filter is selected, a listing of knowledges displays. Double-click in the **Knowledge Id** column to link a knowledge to the current individual task.

To access the tab folder screen for a selected knowledge on the listing, choose the **Data** menu and select the **Related Data** option. This allows viewing of information about the highlighted knowledge without having to go back to the Power Panel to access the Knowledge Table in the **Support** Module.

Knowledges can also be linked at the individual task performance step level.

Note: ***Step ID*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Skills Tab

The **Skills** tab (Figure 6-78) is a **picklist** tab that allows the user to connect Skills at the task level that the task performer must have to complete the current Individual task. The **Skill Id** and **Skill Name** are view-only fields.

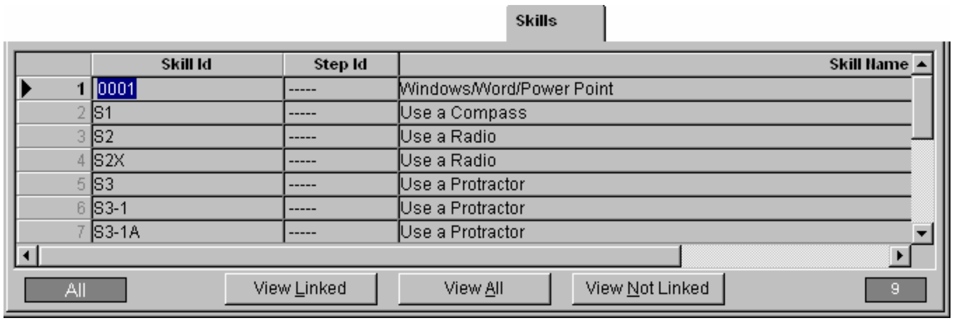


Figure 6-78: Skills Tab

When the **View All** or **View Not Linked** button is used, the *Specify Filter Criteria for Skills* screen will display to assist in defining the list of Skills from which to select. After the filter is selected, a listing of skills displays. Double-click in the **Skill Id** column to link a skill to the current individual task.

To access the tab folder screen for a selected skill on the listing, choose the **Data** menu and select the **Related Data** option. This allows viewing of information about the highlighted skill without having to go back to the Power Panel to access the Skill Table in the **Support** Module.

Skills can also be linked at the individual task performance step level.

Note: ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Certifications Tab

The **Certifications** tab (Figure 6-79) is a **picklist** tab that allows the user to link certifications required to perform the current task. The **Type Id** and **Name** are view-only fields.

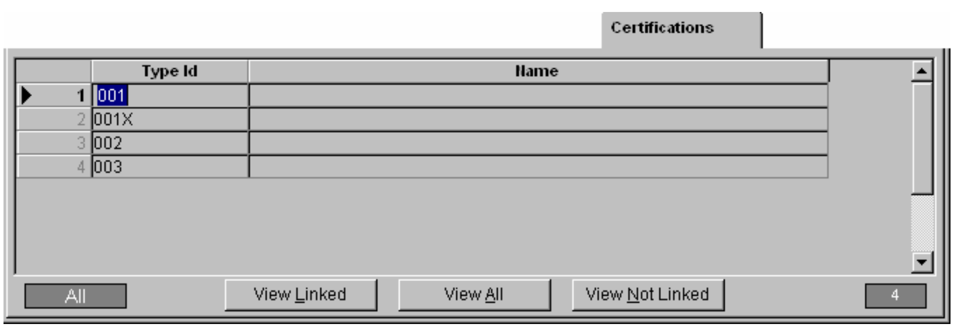


Figure 6-79: Certifications Tab

When the **View All** or **View Not Linked** buttons are clicked, a listing of certification types will display. Double-click in the record row in the **Type Id** or **Name** columns to link a certification to the current individual task. The certification **picklist** is maintained in the Certification Types table in the **Support** Module.

Step Multimedia Tab

The **Step Multimedia** tab (Figure 6-80) is a **picklist** tab that allows the user to list all multimedia objects (graphics, video, and audio files) currently linked on the **Multimedia** tab at the step level for the task.

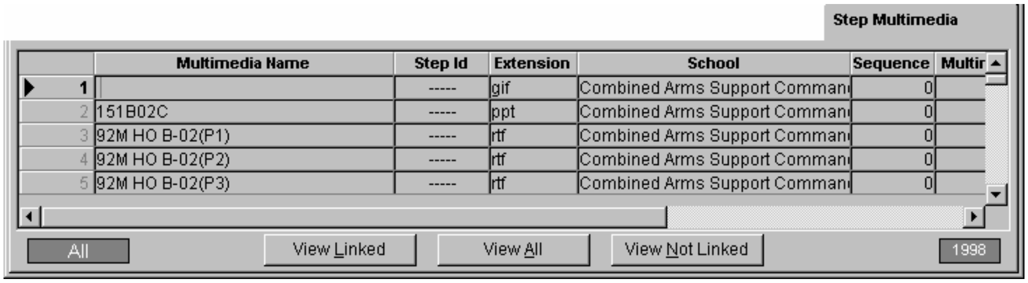


Figure 6-80: Step Multimedia Tab

> ***TIP:*** *To access individual task steps, select the* ***Data*** *menu and then choose* ***Outline Editor****. Select* ***Performance Steps*** *on the next screen. Once the performance steps are displayed, select a step and click the* ***View*** *menu and then choose the* ***Related Data*** *option to access the* ***Multimedia*** *tab for the step. In a Task Summary Report, graphics linked at the step level either display or are printed below the step to which they are linked.*

The **Step Multimedia** tab displays the **Multimedia Name**, **Extension**, and **School** as found in the Multimedia Data table in the **Support** Module of ASAT, as well as the **Task Multimedia Id** and **Name** given to the object as used with the particular link and the **Step Id** at which the media is linked if applicable.

> ***Note:*** *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Although multimedia links can be made on this tab at the task level, links are usually made at the step level as described above. However, if you need to display graphics before the performance steps are listed, they can be linked to the task using this tab. A graphic linked on this tab will print out immediately after the *Performance Steps* section title on the Task Summary Report. Multimedia linked at the step level displays below the step to which it is linked. If multimedia linked at the task level is subsequently linked at the step level, you should break the task level link unless you want the multimedia to display in both places on the Task Summary report.

Click on the **View All** button to display the *Specify Filter Criteria for Multimedia* screen. Select a filter and click on the **OK** button to display a list of Multimedia objects maintained in the Multimedia Data table in the **Support** Module. Double-click in the **Multimedia Name** column to link a multimedia object to the performance step.

> ***TIP:*** *To assist in your selection, multimedia can be viewed (heard) while on this screen. Position your cursor in the multimedia record. Then select the* ***Data*** *menu and then choose the* ***View/Edit Multimedia Data*** *menu option or choose the* ***View/Edit Multimedia*** *toolbar button* .

The **Task Multimedia Id** and **Name** fields for the linked media will turn white indicating that information can be entered or edited. Enter the figure number for a graphic in the **Task Multimedia Id** field. It will display centered under the graphic on the Task Summary. Enter a graphic name, not to exceed 165 characters, in the **Task Multimedia Name** field. The name will display centered below the graphic and the **Task Multimedia Id**.

PM Multimedia Tab

The **PM Multimedia** tab (Figure 6-81) is a **picklist** tab.

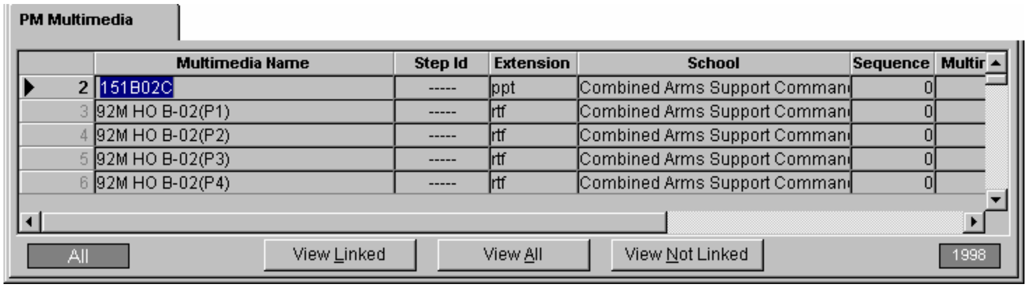


Figure 6-81: PM Multimedia Tab

Occupations Tab

The **Occupations** tab (Figure 6-82) is a **drill-down** tab that accesses seven additional tab options.

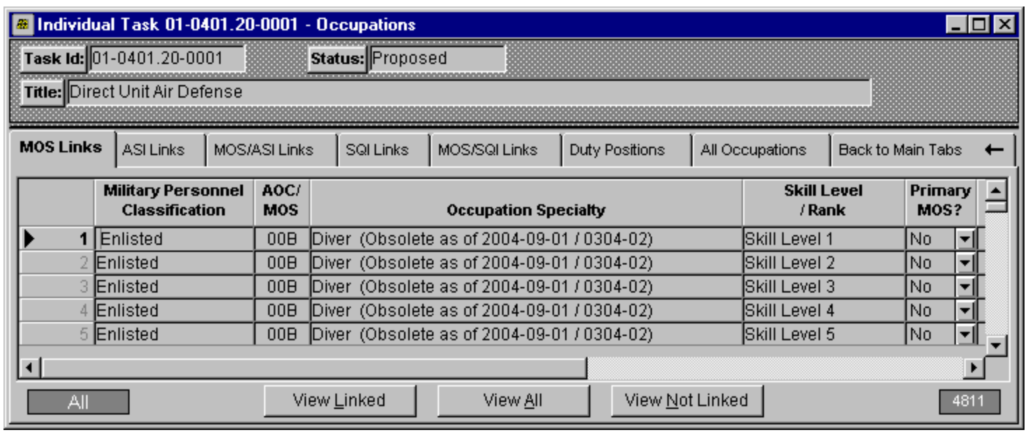


Figure 6-82: Occupations Tab Options

The seven tab options are as follows:

- **MOS Links Tab**

This **picklist** tab (Figure 6-82) allows the user to link the MOS to the current individual task. MOS selections made on this tab determine the picklist selection on this **MOS/ASI Links** tab, **MOS/SQI Links** tab, and the **Duty Position** tab which are also accessed through the **Occupations** tab.

> ***TIP:*** *An individual task can be linked to only one skill level per MOS. It should be linked at the lowest level at which the task is taught. Refresher training at a higher skill level would be indicated in the* ***Level*** *column at the extreme right on the record row after the record is linked to the task.*

> ***Note:*** *To display in an STP report, the Individual task and STP must be linked to the same MOS and skill level.*

Click the **View All** button to display all MOS skill levels in the Occupation Specialty/Skill Level support table maintained in the **Individual** section of the **Support** Module of ASAT. Use the **picklist** to link the appropriate MOS and Skill level to the task. Refer to section 9.4.1.3 for information on using **picklist** tabs.

> ***TIP:*** *Click in the* ***MOS*** *or* ***Occupation Specialty*** *fields for the first record and select the menu option* ***View****, then choose* ***Find Text*** *or the* ***Find Text*** *toolbar button to locate the desired record.*

To link a MOS and Skill level to the task, double-click on an MOS not currently linked. Once linked, selections on the following fields in the record will turn white indicating that data may be entered or edited.

> ***Note:*** *Entries in the* ***Initial Training Location*** *and* ***Frequency*** *fields are required before the task will display in the MOS Training Plan in Chapter 2 of the STP linked to the same MOS/Skill Level.*

Field	Description
Primary MOS?	Select *Yes* or *No* to indicate if this MOS/AOC is the primary MOS for this task. Only one record on the tab can be selected as primary.
Initial Training Location	Select the initial training location. This picklist is maintained in the Training Location Table in the **Individual** section of the **Support** Module.
Frequency	Select the frequency with which refresher training will take place.
Levels	Type in the skill level(s) at which refresher training will take place.

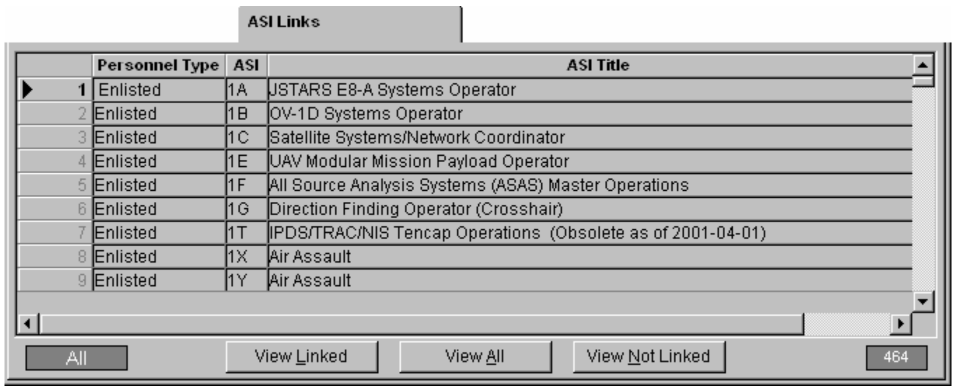
ASAT uses the following matrix, below, to warn the user when a Skill Level (SL) is associated with an Initial Training Location (ITL) that does not conform. The table can be read as follows: if there is an "X" in the column for the SL, then that SL and ITL are "normally" associated; the initial training of tasks of that SL normally occur at that location/course. If there is a dot "•", then that association is not normal and the user will be warned as such. Those that say either, "Officers", "Civilians", or "Warrants" in the Skill Levels columns mean that any Military Personnel Classification of those types can be associated with the corresponding ITL.

Skill Levels					**Training**	
1	**2**	**3**	**4**	**5**	**Location**	**Title**
X	•	•	•	•	AIT	Advanced Individual Training
•	•	X	•	•	ANCOC	Advanced NCO Course
•	•	X	•	•	ASI/SD	Additional Skill Identifier/Special Duty (new)
•	•	X	X	X	ATC	Advanced Technical Course (new)
Officers					AWC	Army War College (new)
Officers					BCDC	Battle Commanders Development Course (new)
X	•	•	•	•	BCT	Basic Combat Course
•	•	X	•	•	BNCOC	Basic NCO Course (change)
•	•	X	X	X	BSNCOC	Battle Staff NCO Course
X	•	•	•	•	BT	Basic Training (new)
•	X	X	•	•	BTC	Basic Technical Course (new)
Officers					CAS3	Combined Arms and Services Staff College
Officers					CGSOC	Command and General Staff Officer Course
•	•	•	•	X	CSMC	Command Sergeant Major Course (new)
•	•	•	X	X	FSC	First Sergeant Course
X	•	•	•	•	IET	Initial Entry Training (new)
Civilians					ILDC	Intern Leadership Development Course (new)
Civilians					LEAD	Leadership Education and Development Course (new)
Civilians					MDC	Manager Development Course (new)
Officers					OAC	Officer Advanced Course
Officers					OBC	Officer Basic Course
X	•	•	•	•	OSUT	One Station Unit Training
Officers					PCC	Pre-Command Course (new)
•	•	X	•	•	PLDC	Primary Leadership Development (change)
•	•	X	•	•	PNCOC	Primary NCO Course (new)
•	•	X	X	•	PTC	Primary Technical Course (new)
•	•	•	•	X	SMA	Sergeants Major Academy
•	•	•	•	X	SMC	Sergeant Major Course
•	•	•	X	X	SNCOC	Senior NCO Course (new)
X	X	X	X	•	SOJT	Supervised On-The-Job Training (new)
•	•	•	X	X	STC	Senior Technical Course (new)
Officers					TCDC	Tactical Commanders Development Course (new)
X	X	X	X	X	UNIT	Trained in the Unit (new)
Warrants					WOAC	Warrant Officer Advanced Course
Warrants					WOBC	Warrant Officer Basic Course
X	X	X	X	X	WOCS	Warrant Officer Candidate School
Warrants					WOSC	Warrant Officer Staff Course
Warrants					WOSSC	Warrant Officer Senior Staff Course

- **ASI Links Tab**

This **picklist** tab (Figure 6-83) allows the user to link Additional Skill Identifiers (ASI) to the current individual task.

> ***Note:*** *Specific ASI are associated with specific Enlisted and Warrant Officer MOS, but specific ASI are not associated with a specific Officer MOS. Enlisted and Warrant Officer tasks should be linked to ASI through the* ***MOS/ASI Link*** *tab. Officer tasks should be linked to ASI using this tab since the tasks are associated to the ASI without regard to a particular officer MOS.*



	Personnel Type	ASI	ASI Title
1	Enlisted	1A	JSTARS E8-A Systems Operator
2	Enlisted	1B	OV-1D Systems Operator
3	Enlisted	1C	Satellite Systems/Network Coordinator
4	Enlisted	1E	UAV Modular Mission Payload Operator
5	Enlisted	1F	All Source Analysis Systems (ASAS) Master Operations
6	Enlisted	1G	Direction Finding Operator (Crosshair)
7	Enlisted	1T	IPDS/TRAC/NIS Tencap Operations (Obsolete as of 2001-04-01)
8	Enlisted	1X	Air Assault
9	Enlisted	1Y	Air Assault

Figure 6-83: ASI Links Tab

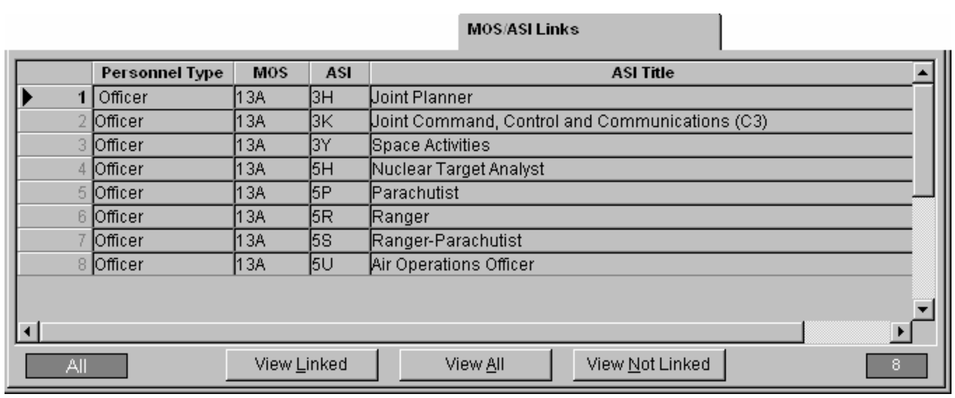
Click the **View All** button to display all ASI in the Additional Skill Identifiers (ASI) Table maintained in the **Individual** section of the **Support** Module of ASAT. Use the **picklist** to link the appropriate ASI to the task. Refer to section 9.4.1.3 for information on using **picklist** tabs.

> ***TIP:*** *Click in the* ***ASI*** *or* ***ASI Title*** *fields for the first record and choose the* ***View*** *menu and select* ***Find Text*** *or the* ***Find Text*** *toolbar button to locate the desired record.*

To link an ASI to the task, double-click on an ASI not currently linked. Double-click on a linked ASI to unlink it. To view details on a selection, click the **Related Data** toolbar button.

- **MOS/ASI Links Tab**

This **picklist** tab (Figure 6-84) allows the user to link MOS/ASI to the current individual task. It is used in conjunction with the **Occupation/MOS Links** tab.



	Personnel Type	MOS	ASI	ASI Title
1	Officer	13A	3H	Joint Planner
2	Officer	13A	3K	Joint Command, Control and Communications (C3)
3	Officer	13A	3Y	Space Activities
4	Officer	13A	5H	Nuclear Target Analyst
5	Officer	13A	5P	Parachutist
6	Officer	13A	5R	Ranger
7	Officer	13A	5S	Ranger-Parachutist
8	Officer	13A	5U	Air Operations Officer

Figure 6-84: MOS/ASI Links Tab

Click the **View All** button to display all ASI currently linked to any Enlisted or Warrant Officer MOS selected on the **Occupation/MOS Links** tab. Specific ASI are associated with specific Enlisted and Warrant Officer Codes. They are available to all Officer tasks and can be linked directly to ASI using the **Occupations/ASI Links** tab. Use the picklist to link the appropriate MOS/ASI to the task.

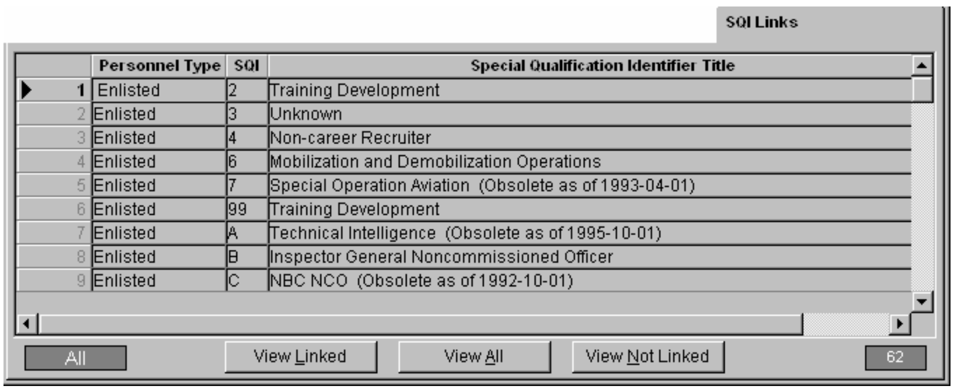
To link an ASI to the task, double-click on an ASI that is not currently linked. If you wish to unlink an MOS/ASI, double-click on the MOS/ASI in the *View Linked* screen, and the MOS/ASI will be unlinked.

Note: *The MOS/ASI link is made in the* ***ASI*** *tab in the Occupation Specialty Support table.*

- **SQI Links Tab**

This **picklist** tab (Figure 6-85) allows the user to link Special Qualification Identifiers (SQI) to the current individual task.

Note: *Specific SQI are associated with specific Warrant Officer MOS. Warrant Officer tasks should be linked to SQI using the* ***Occupations MOS/SQI Links*** *tab. SQI are not associated with specific Enlisted MOS. Enlisted tasks can be linked to SQI using the* ***SQI Links*** *tab. Officers do not have SQI.*



SQI Links

	Personnel Type	SQI	Special Qualification Identifier Title
1	Enlisted	2	Training Development
2	Enlisted	3	Unknown
3	Enlisted	4	Non-career Recruiter
4	Enlisted	6	Mobilization and Demobilization Operations
5	Enlisted	7	Special Operation Aviation (Obsolete as of 1993-04-01)
6	Enlisted	99	Training Development
7	Enlisted	A	Technical Intelligence (Obsolete as of 1995-10-01)
8	Enlisted	B	Inspector General Noncommissioned Officer
9	Enlisted	C	NBC NCO (Obsolete as of 1992-10-01)

All | View Linked | View All | View Not Linked | 62

Figure 6-85: SQI Links Tab

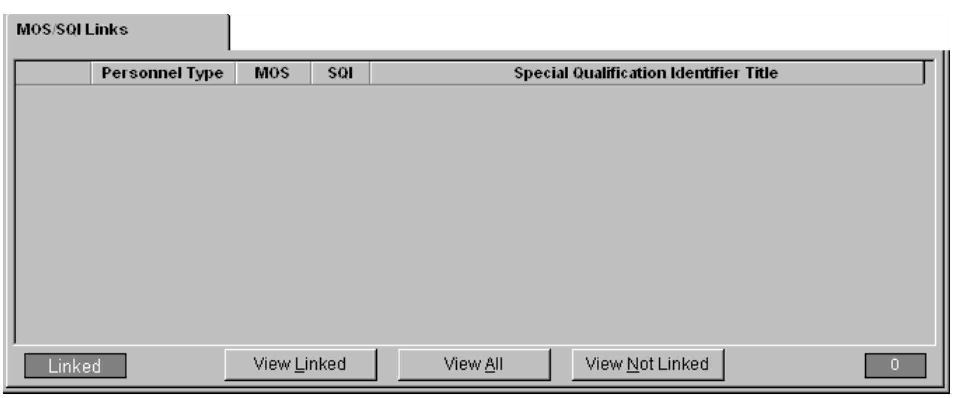
Click the **View All** button to display all SQI in the Special Qualification Identifiers (SQI) Table maintained in the **Individual** section of the **Support** Module of ASAT. Use the picklist to link the appropriate SQI to the task. Refer to section 9.4.1.3 for information on using picklist tabs.

TIP: *Click in the* ***SQI*** *or* ***SQI Title*** *fields for the first record and choose the* ***View*** *menu and select* ***Find Text*** *or the* ***Find Text*** *toolbar button to locate the desired record.*

To link an SQI to the task, double-click on an SQI not currently linked. Double-click on a linked SQI to unlink it. To view details on a selection, click the **Related Data** toolbar button.

- **MOS/SQI Links Tab**

This **picklist** tab (Figure 6-86) allows the user to link Military Occupation Specialty/Special Qualifications Identifiers (MOS/SQI) to the current individual task. It is used in conjunction with the **Occupations/MOS Links** tab.



MOS/SQI Links

	Personnel Type	MOS	SQI	Special Qualification Identifier Title

Linked | View Linked | View All | View Not Linked | 0

Figure 6-86: MOS/SQI Links Tab

Click the **View All** button to display all MOS/SQI currently linked to any Warrant Officer MOS selected on the **Occupations/MOS Links** tab. Specific MOS/SQI are associated with specific Warrant Officer AOC. They are not used by officers. SQI are available to all Enlisted. Therefore, enlisted links can be made directly to SQI regardless of MOS by using the **Occupations/SQI Links** tab. Use the picklist to link the appropriate SQI to the task.

To link an MOS/SQI to the task, double-click on an SQI that is not currently linked. If you wish to unlink a MOS/SQI, double-click on the MOS/SQI in the *View Linked* screen, and the MOS/SQI will be unlinked.

*Note: The MOS/SQI link is made on the **SQI Links** tab in the Occupation Specialty Support table.*

- **Duty Positions Tab**

This **picklist** tab (Figure 6-87) allows the user to link Duty Positions to the current task.

***NOTE:** Only duty positions linked to the MOS and skill level selected on the **Occupations/MOS Links** tab for the task are listed.*

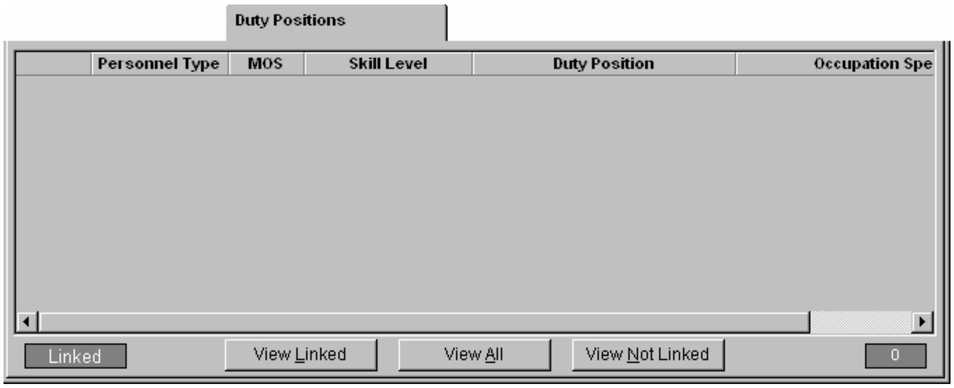


Figure 6-87: Duty Positions Tab

Click the **View All** or **View Not Linked** button to display duty positions linked to the MOS skill levels selected on the **MOS Links** tab. Refer to section 9.4.1.3 for information on using **picklist** tabs. To link duty position to the task, double-click in the **Duty Position** column on a record not currently linked. Double-click on a linked duty position to unlink it.

***Note:** The Duty Positions picklist is maintained in the Duty Positions Table in the **Individual** section of the **Support** Module of ASAT. If the desired duty position is not displayed on this tab, it must be entered and linked to the appropriate Occupation Specialty/Skill Level in the Duty Position Support Table. Refer to the Duty Position Support Table description in Chapter 7, **Support** Module. Once a duty position is selected in the support table, use the **Related Data** toolbar button to access the **Occupations Specialty/Skill Level** tabs.*

- **All Occupations Tab**

This **view-only** tab (Figure 6-88) provides a rollup of all of the links made on the **MOS Links**, **ASI**, **SQI**, and **Duty Position** tabs for this task. The type of link is identified in the **Job Type** column.

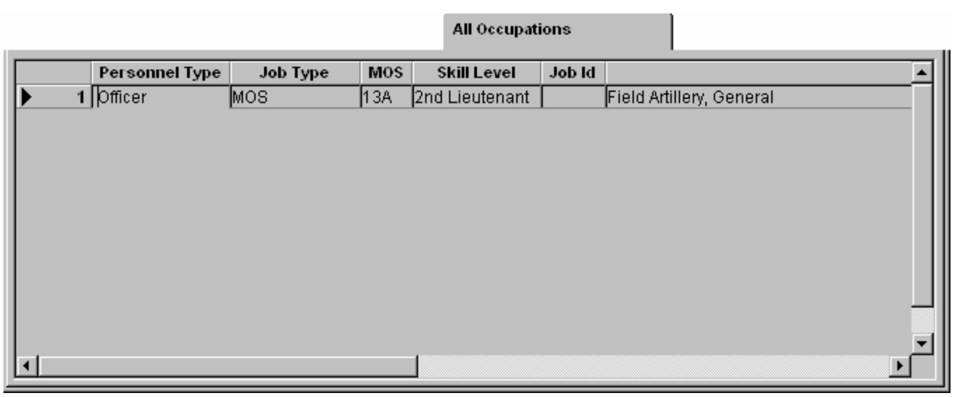


Figure 6-88: All Occupations Tab

- **Back to Main Tab**

Returns the user to the main **Individual** tab folder.

STP/Subject Area Tab

The **STP/Subject Area** tab (Figure 6-89) is a **picklist** tab that allows the user to connect STP and their Subject Areas to the current Individual task, at the task level. Click the **Related Data** toolbar button to view details on the selection.

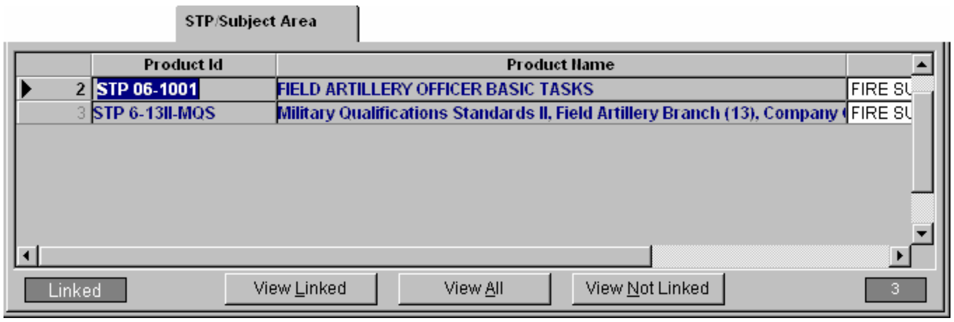


Figure 6-89: STP/Subject Area Tab

When the **View All** or **View Not Linked** button is used, the *Specify Filter Criteria for Products* screen will display. Products are automatically filtered by product type of STP. Selecting other filter options, such as **School**, can further refine your returned list. After the filter is selected, a listing of STPs will display.

Double-click on the **STP** or **STP Title** field to link to the task. You can select or change the subject area for a task by clicking on the down-arrow next to the **Subject Area** column. A *Subject Area Selection* window will appear with a list of subject areas to choose from. After making a subject area choice, it will appear in the **Subject Area** column for the product record.

> ***TIP:*** *The* ***STP*** *tab, which allowed linking of tasks to an STP without identifying a subject area, was deleted in ASAT Version 4.4. You can now link individual tasks to the STP on this tab without immediately linking to a subject area.*

> ***Note:*** *Only tasks linked to an STP/Subject Area will display on an STP report. The task must also be linked to the same MOS and Skill level as the STP. Connections may also be made at the Product level. See the* ***Products STP Task (S/A)*** *tab for more information.*

Glossary Tab

The **Glossary** tab (Figure 6-90) is a **picklist** tab that allows the user to connect Glossary terms with definitions to the current Individual task. The **Term**, **Step Id**, and **Definition** are view-only fields. Addition or deletions to the general glossary listing can be edited through the Glossary Support Table in the **General** section of the **Support** Module.

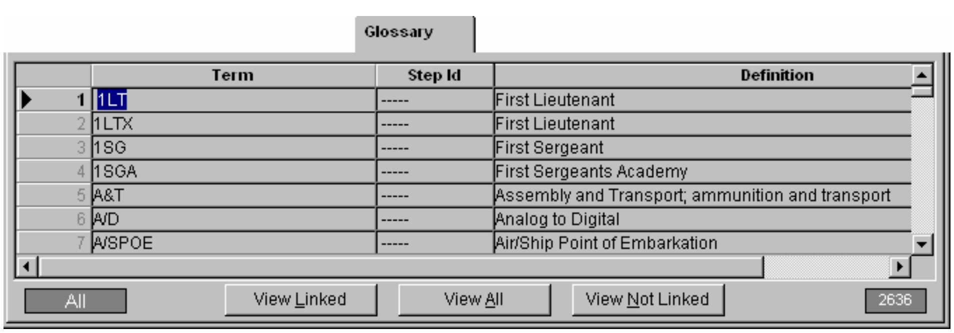


Figure 6-90: Glossary Tab

Click the **View All** or **View Not Linked** button to display a listing of terms and definitions. Double-click in the term column to link a term to the individual task.

> ***Note:*** *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Category Items Tab

The **Category Items** tab (Figure 6-91) is a **picklist** tab that allows the user to connect Category Items to the current Individual task, at the task level. The **Category**, **Category Item**, and **Category Item Name** are view-only fields. Connections may also be made in the Category Items Table in the **Support** Module using the **Individual Task Links** tab accessed through the **Data** menu, **Related Data** option.

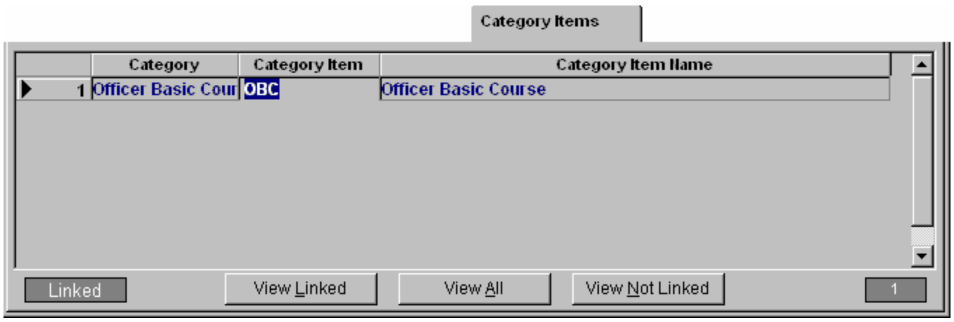


Figure 6-91: Category Items Tab

Related Tasks Tabs

The **Related Tasks** tab (Figure 6-92) is a **drill-down** tab that accesses five additional tab options:

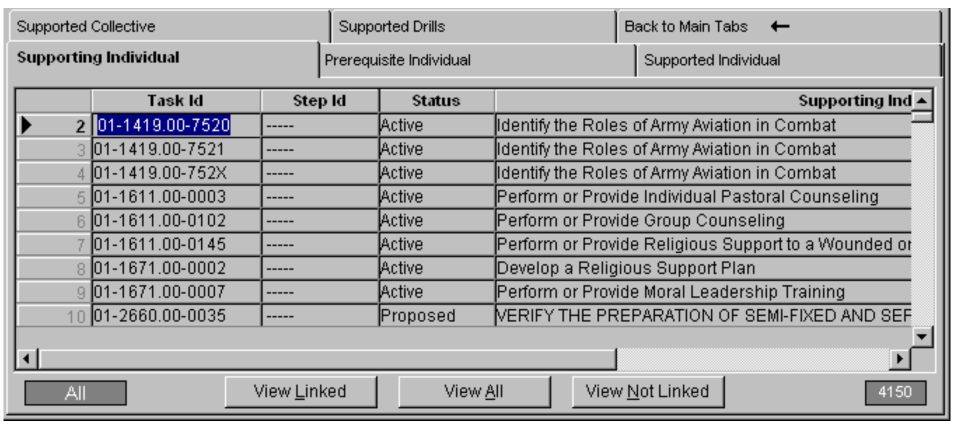


Figure 6-92: Related Tasks Tabs

The five tab options are as follows:

- **Supporting Individual Tab**

The **Supporting Individual** tab (Figure 6-92) is a **picklist** tab that allows the user to connect Supporting Individual Tasks to the current Individual task, at the task level. The **Task Id**, **Step Id**, **Status**, and **Supporting Individual Task** fields are for viewing purposes only.

A Supporting Individual task is a critical task that must be performed in order for the current task to be accomplished. A task linked on this tab will automatically display the current task as a Supported Individual task in its tab folder.

New equipment developers use the **Elemental** and **Sequence** fields on the right side of the tab.

If the **Elemental** drop-down box is set to *Yes* for a linked record, then that Supporting Individual Task is trained/performed within the context of the current Individual Task.

A sequence identifier for linked tasks is used to identify the order the supporting individual tasks will appear on the Individual Task Development Report set by using the **New Equipment Report Format** option.

- When the **View All** or **View Not Linked** button is used, the *Specify Filter Criteria for Individual Tasks* screen will display to assist in defining the list of individual tasks from which to select. After the filter is selected, a listing of individual tasks displays. Double-click in the **Task Id** column to link a supporting individual task to the current individual task.

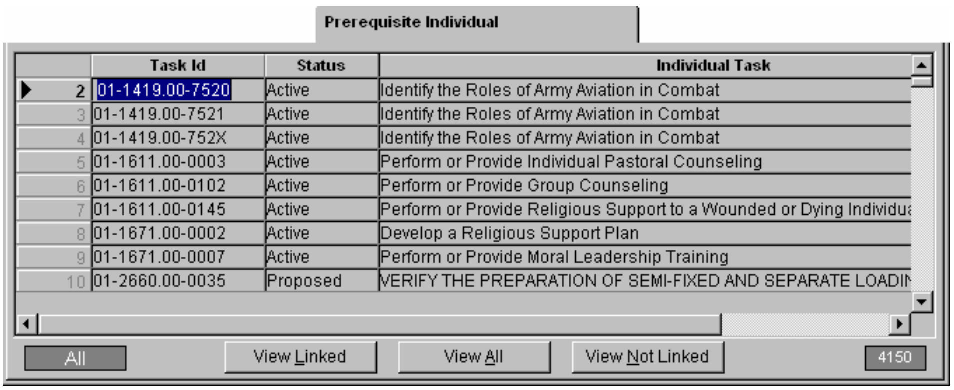
- To access the tab folder screen for a selected individual task on the listing, select menu option **Data**, and then choose the **Related Data** option. This allows viewing of information about the highlighted task without having to go back to the individual task grid or *Quick Access*.

- Supporting individual tasks can also be linked at the Individual Task Performance Step Level.

  Note: *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

- **Prerequisite Individual Task Tab**

The **Prerequisite Individual Task** tab (Figure 6-93) is a **picklist** tab that allows the user to connect Prerequisite Individual Tasks to the current Individual task, at the task level. The **Task Id**, **Status**, and **Individual Task** fields are for viewing purposes only.



Prerequisite Individual

	Task Id	Status	Individual Task
2	01-1419.00-7520	Active	Identify the Roles of Army Aviation in Combat
3	01-1419.00-7521	Active	Identify the Roles of Army Aviation in Combat
4	01-1419.00-752X	Active	Identify the Roles of Army Aviation in Combat
5	01-1611.00-0003	Active	Perform or Provide Individual Pastoral Counseling
6	01-1611.00-0102	Active	Perform or Provide Group Counseling
7	01-1611.00-0145	Active	Perform or Provide Religious Support to a Wounded or Dying Individu
8	01-1671.00-0002	Active	Develop a Religious Support Plan
9	01-1671.00-0007	Active	Perform or Provide Moral Leadership Training
10	01-2660.00-0035	Proposed	VERIFY THE PREPARATION OF SEMI-FIXED AND SEPARATE LOADIN

All | View Linked | View All | View Not Linked | 4150

Figure 6-93: Prerequisite Individual Tab

The **Sequence** field is the only field that allows editing. The user can indicate in which order tasks must be taught by typing in the number order. Double-clicking on the **Sequence** header will put items in the proper numeric sequence.

- When the **View All** or **View Not Linked** button is used, the *Specify Filter Criteria for Individual Task* screen will display to assist in defining the list of individual tasks from which to select. After the filter is selected, a listing of individual tasks displays. Double-click in the **Task Id** column to link a supporting individual task to the current individual task.

To access the tab folder screen for a selected individual task on the listing, choose the menu option **Data**, and then choose **Related Data**. This allows viewing of information about the highlighted task without having to go back to the individual task grid or **Quick Access**.

- **Supported Individual Tab**

The **Supported Individual** tab (Figure 6-94) is a **picklist** tab that allows the user to connect Supported Individual Tasks to the current Individual task, at the task level. The **Task Id**, **Status**, and **Supported Individual Task Name** fields are for viewing purposes only.

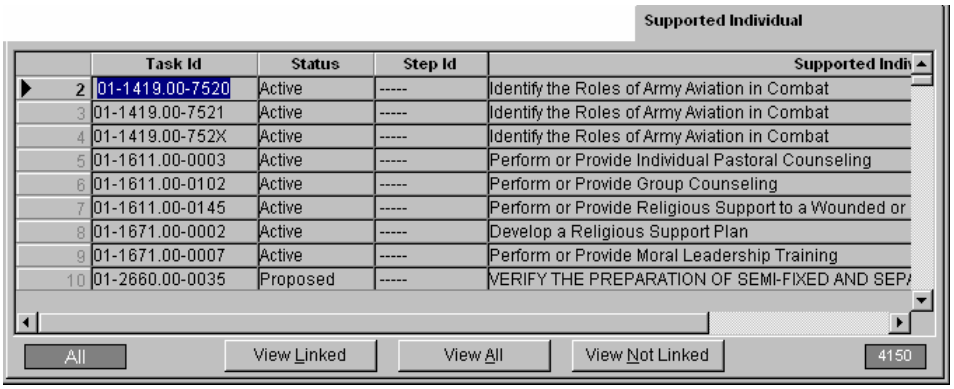


Figure 6-94: Supported Individual Tasks Tab

A task is linked on this screen when the current Individual task must be performed in order for the task being linked to be performed. Tasks will automatically display on this tab if the current task has been linked to them as a supporting individual task.

When the **View All** or **View Not Linked** button is clicked, the *Specify Filter Criteria for Individual Task* screen will display to assist in defining the list of individual tasks from which to select. After the filter is selected, a list of individual tasks displays. Double-click in the **Task Id** column to link a supported individual task to the current individual task.

To access the tab folder screen for a selected individual task on the listing, choose the **Data** menu and then select the **Related Data** option or click on the **Related Data** toolbar button. This allows viewing of information about the highlighted task without having to go back to the individual task grid or **Quick Access**.

- **Supported Collective Tab**

The **Supported Collective** tab (Figure 6-95) is a **picklist** tab that allows the user to connect Supported Collective Tasks to the current Individual task, at the task level.

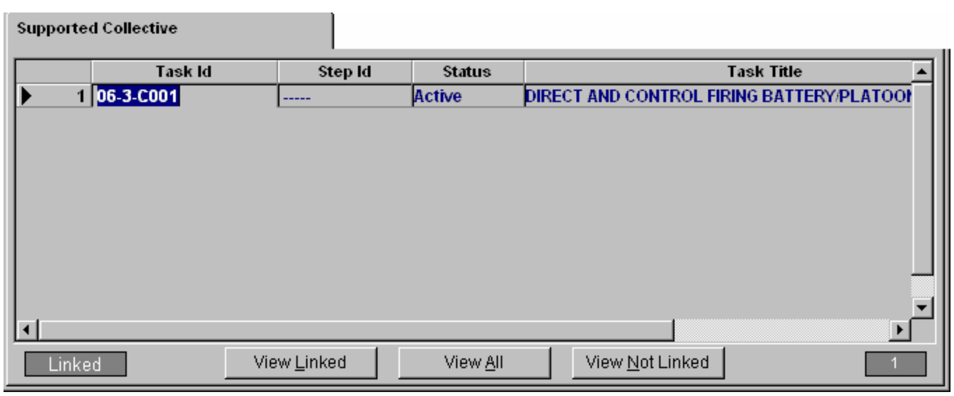


Figure 6-95: Supported Collective Tab

When the **View All** or **View Not Linked** button is clicked, the *Specify Filter Criteria for Collective Task* screen will display to assist in defining the list of collective tasks from which to select. Double-click in the **Task Id** column to link a task. The record will turn blue allowing field entry.

> ***Note:*** *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Field Entry Procedures:
1. Select *Yes* or *No* in the **Critical** field to indicate if the task is critical.
2. Click the **Attach** button in the **MOS/Skill Levels** column to access a *MOS Selection* window that allows selection of the MOS(s) and skill level that performs this task in support of the selected collective task. This listing is populated with entries based on the MOS links made for this individual task (**Occupations** tab to **MOS Links** tab.)

- **Supported Drills Tab**

The **Supported Drills** tab (Figure 6-96) is a **picklist** tab that allows the user to connect Supported Drill Tasks to the current Individual task, at the task level. The **Task Id**, **Step Id**, **Status**, and **Drill Title** fields are for viewing purposes only. Drill task to Individual task links can also be made at the **Drill Task** tab folder using the **Drill Task, Individual Task** tab (see section 5.11.3.13 for details) or the **Drill Task Step, Supporting Individual Task** tab (see section 5.11.4.4 for details.)

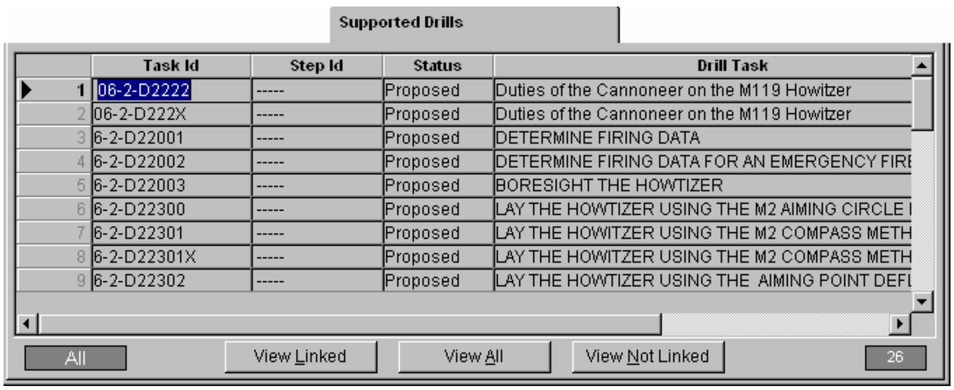


Figure 6-96: Supported Drills Tab

When the **View All** or **View Not Linked** button is used, the *Specify Filter Criteria for Drill Task* screen will display to assist in defining the list of drill tasks from which to select. Double-click in the **Task Id** column to link a drill task. The linked record will turn blue allowing field entry.

> ***Note:*** *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Field Entry Procedures:
1. Enter a **Practice Code** in the field provided.
2. Click the **Attach** button in the **MOS/Skill Levels** column to access a *MOS Selection* window that allows selection of the MOS(s) and skill level that performs this task in support of the selected drill task. This listing is populated with entries based on the MOS links made for this individual task (**Occupations** tab to **MOS Links** tab.)

- **Back to Main Tabs**

Returns the user to the main **Individual** tab folder.

Courses Tab

The **Courses** tab (Figure 6-97) is a **picklist** tab that allows the user to connect Courses to the current Individual Task, at the task level. The **Course Id**, **Name**, **Version**, **Status**, and **Date** fields are view-only.

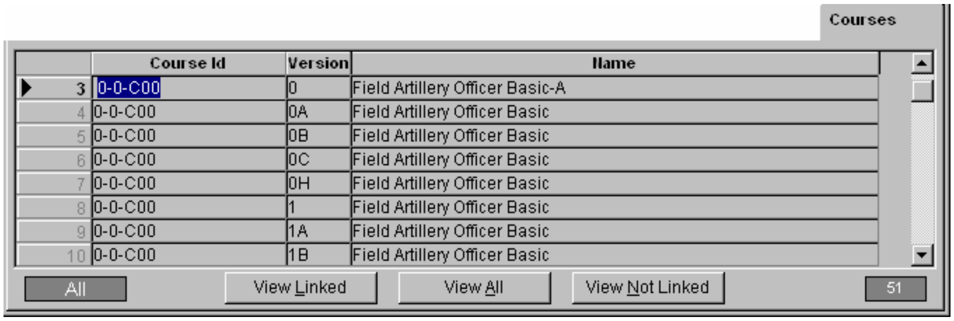


Figure 6-97: Courses Tab

Lessons Tab

The **Lessons** tab (Figure 6-98) is a **view-only** tab that allows the user to view a listing of Lessons to which the current Individual task is linked. Lessons displayed here have been linked to the task through the **Individual Task Taught** or **Individual Task Supported** tabs for the lesson using the **Create/Edit Lesson Plans** option on the Power Panel.

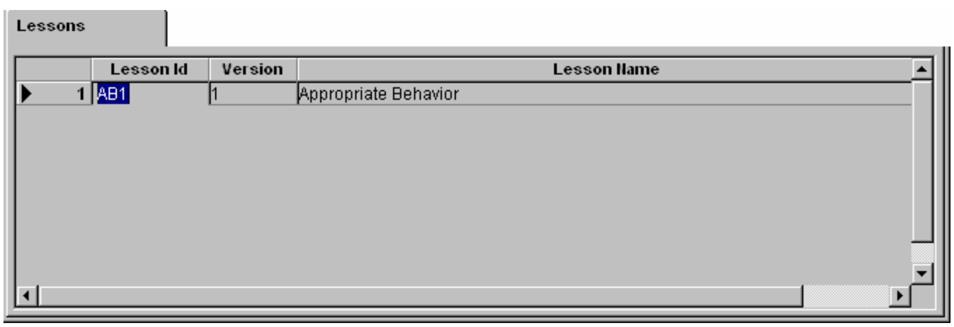


Figure 6-98: Lessons Tab

To access the tab folder screen for a selected lesson on the listing, choose the **Data** menu and select the **Related Data** option. This allows viewing of information about the highlighted lesson without having to go back to the *Lesson* grid or *Quick Access*.

Index Tab

The **Index** tab (Figure 6-99) is an **insert** tab used to enter words or phrases to create an index to link to embedded software. This tab is used by embedded software developers only. The **Step Id** column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only. Refer to section 9.4.1.4 for details on using an **insert** tab.

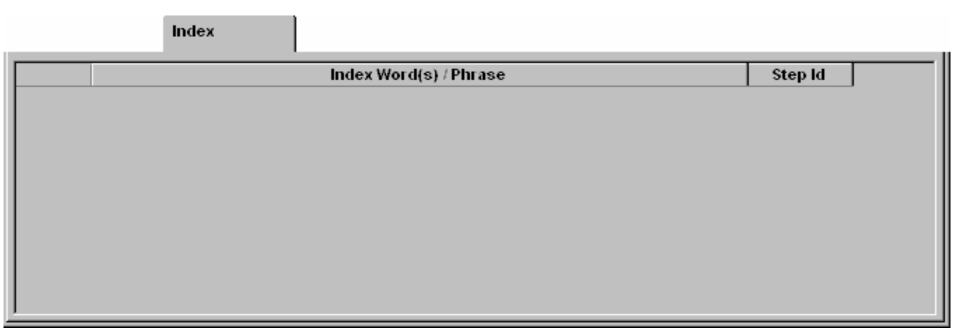


Figure 6-99: Index Tab

Considerations/Notes Tab

The **Considerations/Notes** tab (Figure 6-100) accesses additional tab options:

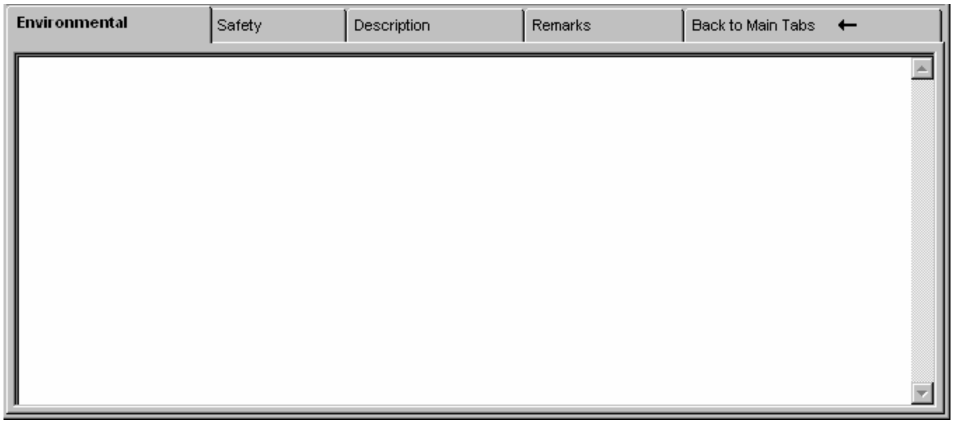


Figure 6-100: Consideration/Notes Tab

The tab options are described in the following paragraphs:

- **Environmental Tab:** This tab is a **block** data tab that allows editing of the Environmental statement for the current task.
- **Safety Tab:** This tab is a **block** data tab that allows entry and editing of the Safety statement for the current task.
- **Description Tab:** This tab is a **block** data tab that allows entry and editing of the Description statement for the current task.
- **Remarks Tab:** This tab is a **block** data tab that allows entry and editing of the remarks or notes about the development of the current task.
- **Back to Main Tabs:** Returns the user to the main selection of task tabs.

DIF Model Tab

The **DIF Model** tab (Figure 6-101) is a **detail** data tab used by new equipment personnel to record logistics task analysis information determined during new equipment development. The combination of the selections entered in the **Supportability** and **Calculated** sections determines the entry in the **Recommended** field in the **Training Decisions** section.

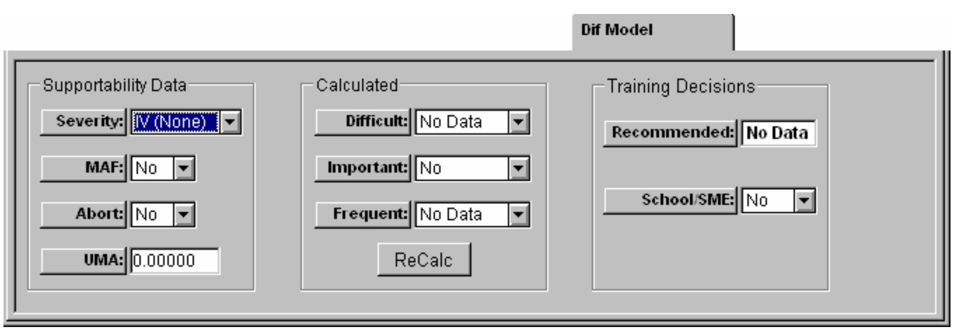


Figure 6-101: DIF Model Tab

The tab displays the following fields:

Supportability Data:	Description
Severity	Indicates the potential for damage to equipment or personnel if the task is not performed correctly. Options are *I (Severe)*, *II (Major)*, *III (Minor)*, or *IV (None)*. Default entry is *IV(None)*.
MAF	Mission Affecting Failure (MAF) indicates whether incorrect performance of the maintenance task will result in mission failure. The options are either, *Yes* or *No*. Default entry is *No*.

Supportability Data:	Description
Abort	Indicates whether incorrect performance of the maintenance task will result in a flight abort. The options are either, *Yes* or *No*. Default entry is *No*.
UMA	This field identifies the Unscheduled Maintenance Action (UMA) ratio related to average flight hours and aircraft per unit values. UMA must be greater or equal to zero but less than 1.0.

Calculated:	Description
Difficult	Indicates the difficulty level of the task based on number of steps that must be done to complete the task. Options are *No Data*, *Very*, *Moderate*, and *Easy*. Default entry is calculated from the entries in the **Supportability Data** section.
Important	Indicates the importance of the task. The importance rating is determined from three factors of the Logistics analysis: **Severity Code**, **MAF**, and **Abort**. Options are *Yes*, *No*, or *No Data*. Default entry is calculated from the entries in the **Supportability Data** section.
Frequent	Indicates the frequency with which the task is performed on an annual basis. Options are *No Data*, *Infrequent*, *Moderate*, or *Very*. Default entry is calculated from the entries in the **Supportability Data** section.
ReCalc Button	Recalculates the entries in the **Calculated** section based on entries in the **Supportability Data** section. Recalculates the **Recommended** field in the **Training Decisions** section based on the entries in the **Calculated** section.

Training Decisions:	Description
Recommended	Indicates the training recommendation for the task based on an algorithm using the fields listed above. Options are *No Data*, *Train*, *Over Train (OT)*, and *Not Train (NO)*. The default entry is calculated from the entries in the **Calculated** section.
School/SME	Indicates the School/SME evaluation of the training recommendation. Default entry is *No*.

Doctrine Tab

The **Doctrine** tab (Figure 6-102) is an **insert** tab that allows the user to link Individual Tasks to approved Field Manuals created via the **Doctrine** Module. Links can also be made at the Individual Task Step level. Refer to section 6.5.3, Using the Outline Editor Tab Folders, later in this section for more information on making step links.

Figure 6-102: Doctrine Tab

Use the following procedures to create Doctrine/Individual Task links.

> ***NOTE:*** *The Doctrine Link feature requires that Microsoft Internet Explorer 4.0x (IE 4.0x) be installed on each ASAT user's computer.*

1. Select the **Insert Record** toolbar button or choose the **Insert Record** option from the **Data** menu. The *Doctrine Browse/Link* window appears providing a list of approved FMs, filtered by proponent, which are currently in the ASAT database. Refer to *Document Browse/Link* window in section 4.6, Edit - Create Links, for details on using this window.
2. After selecting the desired FM, chapter, or text; click on the **Make Link** button at the *Doctrine Browse/Link* window to link the data. The linked data appears on the tab.

3. Click on the **Data** menu and choose the **Save** option or click the **Save** toolbar button to save the linked data.
4. Repeat the above steps to link additional Doctrine data.

To delete a record link, place the cursor on the row and select the **Data** menu and choose the **Delete Record** option or choose the **Delete Record** toolbar button.

To edit a record link, place the cursor on the row and double-click the **View** button or right-click the mouse button and choose **Edit Link**. The *Doctrine Browse/Link* window displays the linked area of the document allowing you to choose a different link.

The following columns appear on this tab:

Field	Description
Product Id	Displays the product number.
Version	Displays the latest change (version) of the product.
Chapter	Displays the product chapter name.
Primary?	Indicates (*Yes*/*No*) if this is the first (main) reference for the individual task.
Required?	Indicates if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Linked Text	Displays the selected document text.

6.5.3 Using the Outline Editor Tab Folders

The **Outline Editor** tab folders are used to link data at the task performance level. Refer to section 9.5 of this guide for details on using the Outline Editor. The following procedures describe how to access and use the **Outline Editor** tab folders.

- Select the **Data** menu and choose **Outline Editor** or click on the **Outline Editor** toolbar button . The *Ind Task Outline Type* screen (Figure 6-103) will display:

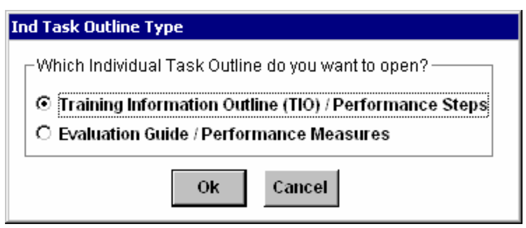


Figure 6-103: Individual Task Outline Type Window

- Click on one of the following selections:

  Training Information Outline (TIO)/Performance Steps - used to connect performance steps to the current individual task.

  Evaluation Guide/Performance Measures - used to connect performance measures that determine if an individual has performed the critical task to the established standard.

6.5.3.1 Training Information Outline (TIO) / Performance Steps

This function allows the user to connect performance steps to the current Individual Task. The Outline Editor will open, as shown in Figure 6-104:

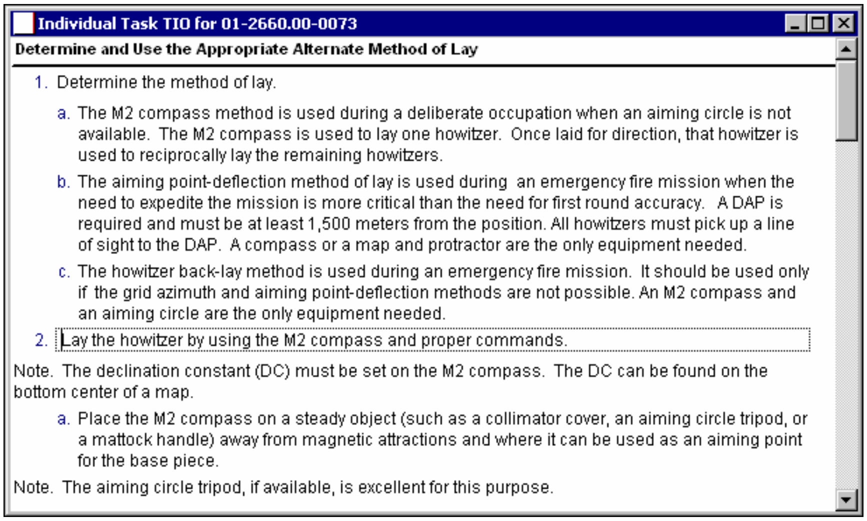


Figure 6-104: Outline Editor

Click a particular step. Next click on the **View** menu and choose the **Related Data** option. The following tab folder will display allowing linking of data to the selected step:

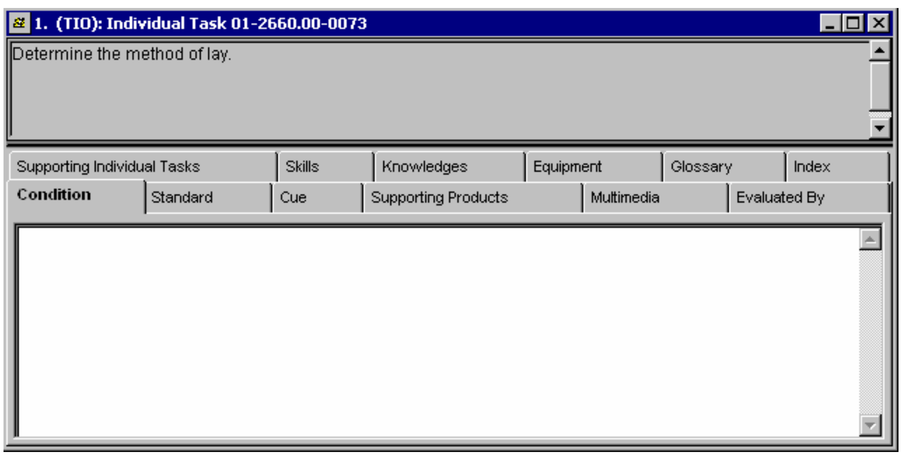


Figure 6-105: Outline Editor – Related Data Tab Folder

- **Conditions Tab**

This tab is a **block** data or **text** tab (Figure 6-105), which allows entry and editing of a Condition statement for the current task performance step. The condition describes the field (on the job) conditions under which the step will be performed.

The condition statement identifies when, where, and why the soldier performs the step; as well as, what materials, personnel, and equipment the soldier must have to perform the step. It is presented in standard paragraph format containing one or more sentences written in jobholder language.

The step condition information aids the training developer in designing learning activities that attempt to duplicate or simulate the work environment. Step conditions are also needed to support simulation design.

- **Standard Tab**

This tab is a **block** data tab or **text** tab (similar to Figure 6-105) that allows entry or editing of the Standard statement for the current task step. The Standard specifies how well, completely, or accurately a process must be performed or product produced.

A process standard describes acceptable performance in terms of sequence and/or completeness.

A product standard describes the end result of adequate task step performance. It is used when the process it takes to perform the task step is not important as long as the product or end result is correct.

The task step standard –

- establishes criteria for how well a task step must be performed in the field to successfully accomplish the supported mission.
- must be observable, measurable, and objective.
- may include, but is not limited to, accuracy, quantity, speed, and quality.
- is written in past tense and paragraph format containing one or more sentences.

The step Standard information aids the training developer in designing learning activities that attempt to duplicate or simulate the work environment. Step standards are also needed to support simulation design.

- **Cue Tab**

This tab is a **block** data tab (similar to Figure 6-105) that allows entry and editing of the Cue statement for the current task step. The Cue statement must describe what causes task step performance. A Cue could be a word, situation, or other signal for action. For example, a starting point for "Refuel Vehicle" would be a low fuel level. Prepare the Cue in a standard sentence format.

The Cue information aids the training developer in designing learning activities that attempt to duplicate or simulate the work environment. Step cues are also needed to support simulation design.

- **Supporting Products Tab**

The **Supporting Products** tab (Figure 6-106) is a **picklist** tab that allows the user to connect Supporting Products or references to the current Individual Task at the performance step level. The **Product Id**, **Product Type**, and **Product Name** are view-only fields.

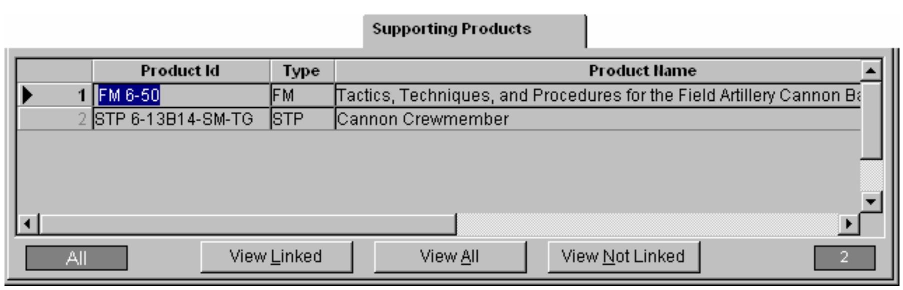


Figure 6-106: Supporting Products Tab

> ***Special Note:*** *When first used, the **View All** and **View Not Linked** buttons function a little differently than at the task level on this screen. When the **View All** or **View Not Linked** button is clicked, a products filter screen <u>does not</u> display if links have previously been made at the task or step level. Instead, a pre-filtered list consisting of all supporting products currently linked at the task level and the performance step level displays. The assumption is that you have previously linked supporting products at the task level during your initial task development effort and are*

*now linking those supporting products to specific performance steps. If the list is insufficient, you can select menu option **View\Filter by… Linked Data** or click on the **Filter by Linked Data** toolbar button to access the filter screen and specify the selection of additional records while on the **View All** or **View Not Linked** window.*

Once a link is made, the **Required** and **Product/Source Information** fields are accessible. The **Required** field indicates whether the product is required for task performance. The default is *No*. The **Product/Source Information** field can be used to list paragraph numbers, page numbers, ISBN, type of civilian source (e.g., book, magazine, etc), title of article, and an Army Source for any civilian references including a complete mailing address. The linked supporting products will appear in the *References* section of the Task Summary and the Soldier Training Publications to which the task is linked.

- **Multimedia Tab**

The **Multimedia** tab (Figure 6-107) is a **picklist** tab that allows the user to link multimedia objects such as graphics, video, and audio files at the task performance step level.

Note: *On a task summary report, linked graphics display after the step to which they are linked.*

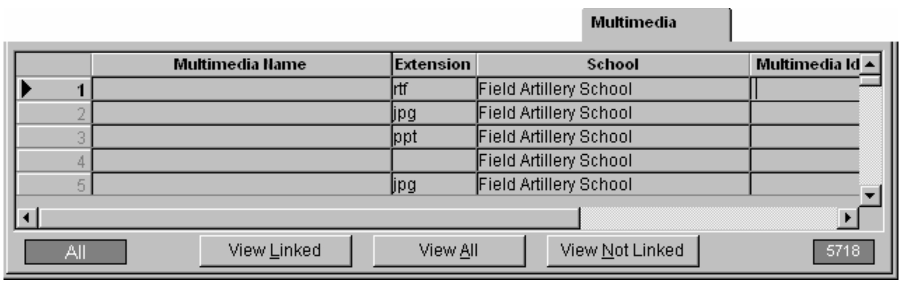


Figure 6-107: Multimedia Tab

The **Multimedia Id** and **Task Multimedia Name** columns for the linked media will turn white. Enter the figure number for a graphic in the **Multimedia Id** field. It will display centered under the graphic. Enter a graphic name not to exceed 165 spaces in the **Multimedia Name** field. It will display centered under the figure number.

Special Note: *See the special note under the **Supporting Products** tab described previously in this section that also applies for the multimedia data that is first listed on this tab.*

Note: *Multimedia linked on this screen will also be listed on the **Step Multimedia** tab for this task. If multimedia linked at the task level is subsequently linked at the step level, you should break the link at the task level if you do not want the multimedia to display twice.*

- **Evaluated By Tab**

The **Evaluated By** tab (Figure 6-108) is a **picklist** tab that allows the user to link the performance step to the performance measure (PM) by which it is evaluated.

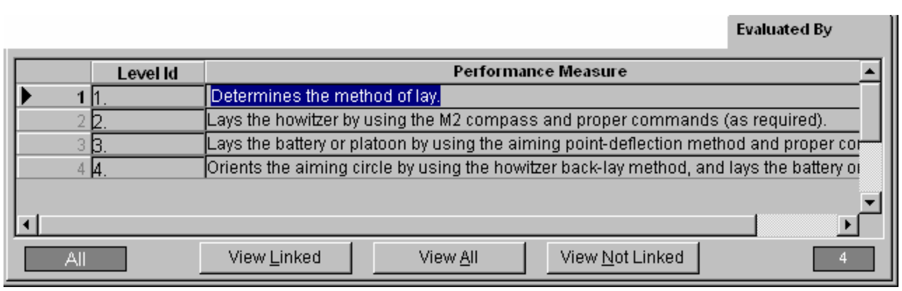


Figure 6-108: Evaluated By Tab

Double-click in the **Level Id** or **Performance Measure** columns to link the performance step to the performance measure. The link can also be made from the performance measure to the performance step.

- **Supporting Individual Tasks Tab**

The **Supporting Individual Tasks** tab (Figure 6-109) is a **picklist** tab that allows the user to connect Supporting Individual Tasks to the current Individual Task at the performance step level. The **Task Id**, **Status**, and **Supporting Individual Task** are view-only fields.

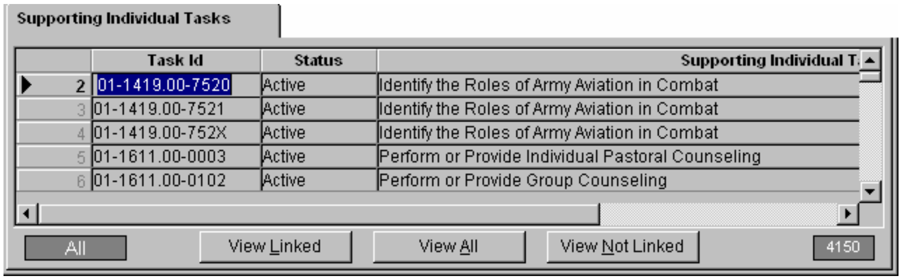


Figure 6-109: Supporting Individual Tasks Tab

Double-click in the **Task Id** column to link a supporting individual task to the current individual task.

New equipment developers use the **Elemental** and **Sequence** fields located on the right side of the tab.

When a task is linked, the **Elemental** field will turn white indicating that the default selection of *Yes* can be edited if required. The **Elemental** field indicates whether the linked task will be trained within the context of the supported individual task.

Users may enter a sequence identifier for linked tasks to identify the sequence where the supporting individual task will appear in the Individual Task Development Report if the **New Equipment Report Format** selection was made at the *Task Development RTF Report Options* window.

To access the tab folder screen for a selected individual task on the listing, choose the **Data** menu and select the **Related Data** option. This allows viewing of information about the highlighted task without having to go back to the individual task grid or **Quick Access**.

> ***Special Note:*** *See the special note under the* ***Supporting Products*** *tab described previously in this section that also applies for the supporting individual tasks data that is first listed on this tab.*

- **Skills Tab**

The **Skills** tab (Figure 6-110) is a **picklist** tab that allows the user to connect at the step level, Skills the task performer must have to complete the current step. The **Skill Id** and **Skill Name** are view-only fields.

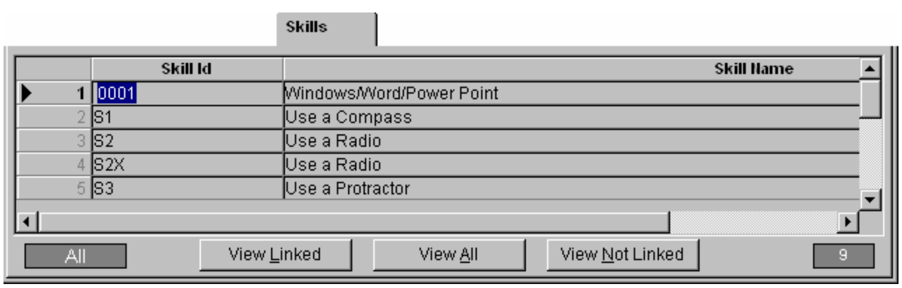


Figure 6-110: Skills Tab

To access the tab folder screen for a selected skill on the listing, choose the **Data** menu and select the **Related Data** option. This allows viewing of information about the highlighted skill without having to go back to the Power Panel to access the Skill Table in the **Support** Module.

> ***Special Note:*** *See the special note under the* ***Supporting Products*** *tab described previously in this section that also applies for the skills data that is first listed on this tab.*

Double-click in the **Skill Id** column to link a skill to the current individual task performance step.

- **Knowledges Tab**

The **Knowledges** tab (Figure 6-111) is a **picklist** tab that allows the user to connect at the step level Knowledges the task performer must have in order to complete the current step. The **Knowledge Id** and **Knowledge Name** are view-only fields.

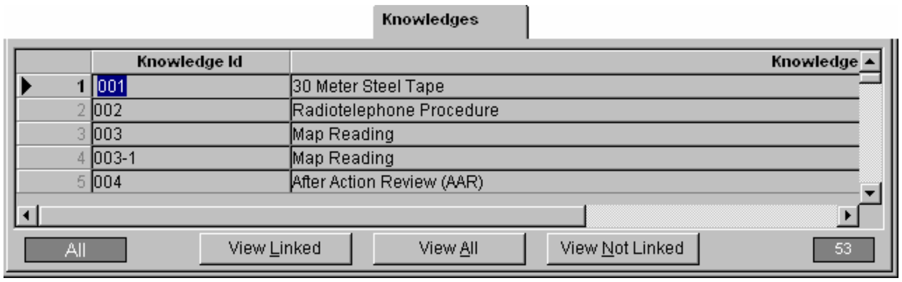


Figure 6-111: Knowledges Tab

To access the tab folder screen for a selected knowledge on the listing, choose the **Data** menu and select the **Related Data** option. This allows viewing of information about the highlighted knowledge without having to go back to the Power Panel to access the Knowledge Table in the **Support** Module.

> ***Special Note:*** *See the special note under the* ***Supporting Products*** *tab described previously in this section that also applies for the knowledges data that is first listed on this tab.*

Double-click the **Knowledge ID** column to link a knowledge to the current individual task performance step.

- **Equipment Tab**

The **Equipment** tab (Figure 6-112) is a **picklist** tab that allows the user to connect Equipment to the current individual task step. The **Materiel**, **Supply Class**, and **Name** are view-only fields.

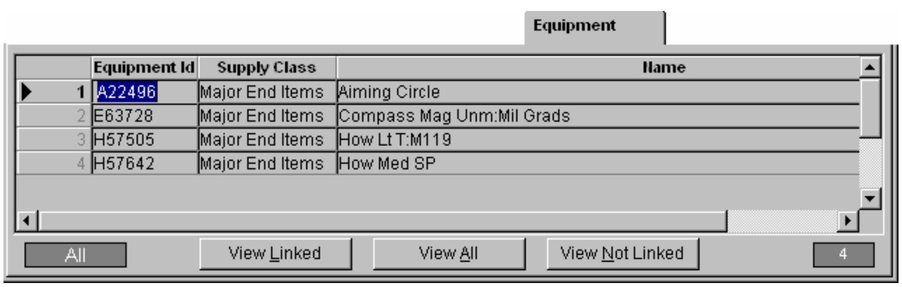


Figure 6-112: Equipment Tab

> ***Special Note:*** *See the special note under the* ***Supporting Products*** *tab described previously in this section that also applies for the equipment data that is first listed on this tab.*

- **Glossary Tab**

The **Glossary** tab (Figure 6-113) is a **picklist** tab that allows the user to connect glossary terms, words, and acronyms with definitions to the current individual task at the performance step level. The **Term** and **Definition** fields are view-only. Additions or deletions to the general overall glossary listing can be edited through the Glossary Table in the **General** section of the **Support** Module.

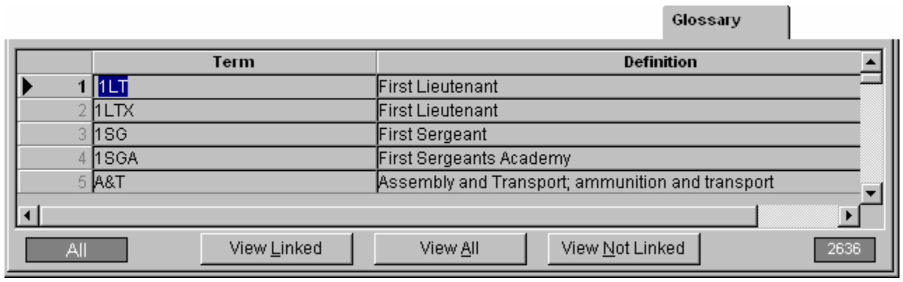


Figure 6-113: Glossary Tab

Glossary terms can also be linked to a STP through Power Panel menu option **Create/Edit STP** by using the **Glossary** tab at the STP product level or by using Power Panel menu option, **Individual/Build STP Glossary**.

> ***Special Note:*** *See the special note under the* ***Supporting Products*** *tab described previously in this section that also applies for the glossary data that is first listed on this tab.*

- Double-click in the **Term** column to link a term or acronym to the current individual task performance step.

- **Index Tab**

The **Index** tab (Figure 6-114) is an **insert** tab used to enter words or phrases to create an index to link to embedded software. This tab is used by embedded software developers only.

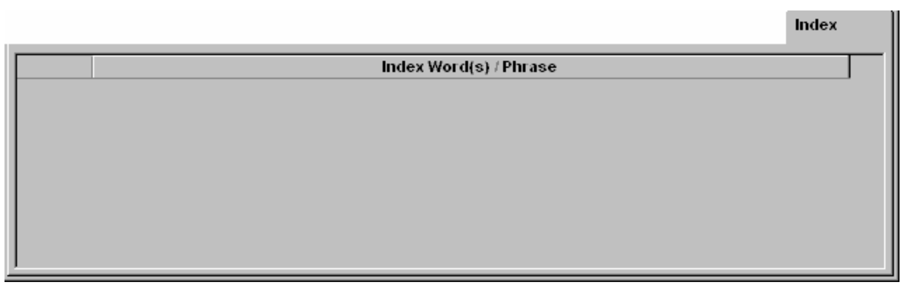


Figure 6-114: Index Tab

Refer to section 9.4.1.4 for details on using insert tabs.

- **Doctrine Tab**

The **Doctrine** tab (Figure 6-115) is an **insert** tab that allows the user to link Individual Task Steps to approved Field Manuals created via the **Doctrine** Module. Refer back to the **Doctrine** tab description in section 5.2.2.11 for details.

Figure 6-115: Doctrine Step Tab

6.5.3.2 Evaluation Guide/Performance Measures Tabs

Performance measures are used to determine if an individual has performed the critical task to the established standard. The **Outline Editor** will open, as shown in Figure 6-116:

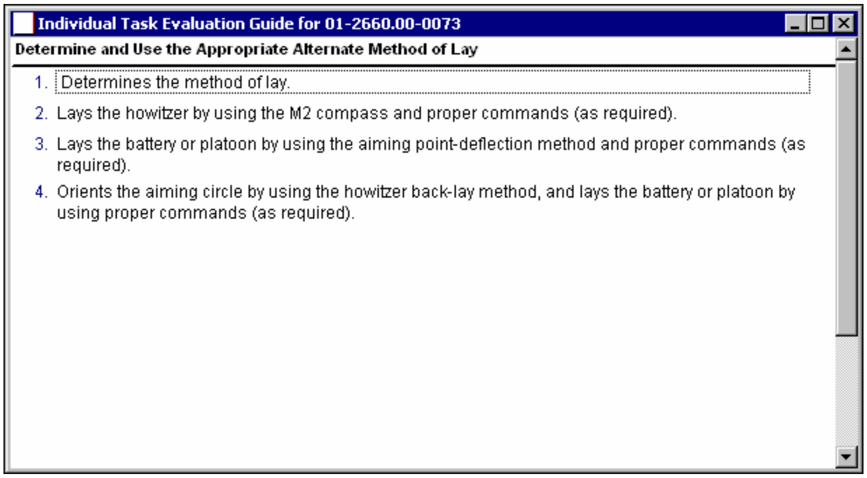


Figure 6-116: Outline Editor

Click a particular performance measure. Next, click on the **View** menu and select **Related Data**, the following tab folders will display allowing linking of data to the selected performance measures:

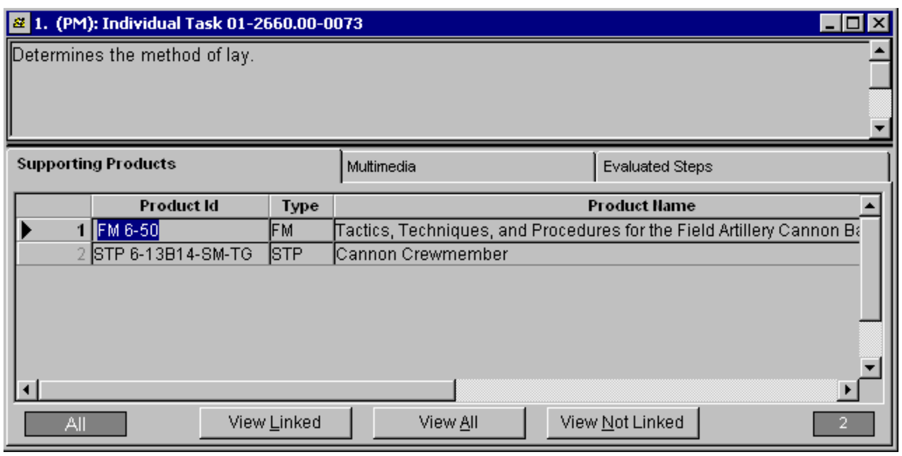


Figure 6-117: Evaluation Guide/Performance Measures Tab Folder

- **Supporting Products:** The same tab layout as for task performance steps (see section 6.5.3.1).
- **Multimedia Tab:** The same tab layout as used for task performance steps (see section 6.5.3.1).
- **Evaluated Steps Tab:** This is a **picklist** tab that allows the user to link the performance measure to the performance step(s) that it evaluates.
- **Doctrine Tab (if Doctrine Module installed):** This is an **insert** tab used to link Individual Task Steps to approved Field Manuals created via the **Doctrine** Module. Refer back to section 5.2.2.11 for details.

> ***Special Note:*** *When first used, the* ***View All*** *and* ***View Not Linked*** *buttons function a little differently than at the task level on the* ***Supporting Products*** *and* ***Multimedia*** *tabs. When the* ***View All*** *or* ***View Not Linked*** *button is clicked, a filter screen does not display if links have previously been made at the task or step level. Instead, a pre-filtered list consisting of all the current links at the task level, the performance step level, or to other performance measures is displayed. The assumption is that you have previously linked records at the task level during your initial task development effort and are now linking those records to specific performance measures. If the list is insufficient, you can select menu option* ***View\Filter by Linked Data*** *to access the task filter screen and specify the selection of additional records while on the* ***View All*** *or* ***View Not Linked*** *window.*

6.6 Filtering Individual Tasks

Prerequisite: *Recommend review of section 9.2, Filters, which covers the general concept of filtering and operations common to all filtering performed in ASAT.*

It is assumed that you have entered the *Specify Filtering Criteria for Individual Task* window to find a specific task to review or edit or you are about to populate a picklist of individual tasks from which to make links. If you knew the exact number of the task that you wanted to edit or review then you could have used the **Quick Access** capability (refer to section 9.1, *Quick Access*) to enter the task number to go directly to the task tab folder window.

The *Specify Filtering Criteria for Individual Task* screen allows you to specify which tasks will display on the next screen, to save filter criteria and to load previously saved filter criteria. Using a filter reduces the number of tasks displayed from a potentially large table and speeds up response time.

Each of the items listed is a field in the individual task table or is information that can be linked to an individual task. If the appropriate data entry and links are made, the filter criteria screen can be used to access specified type tasks.

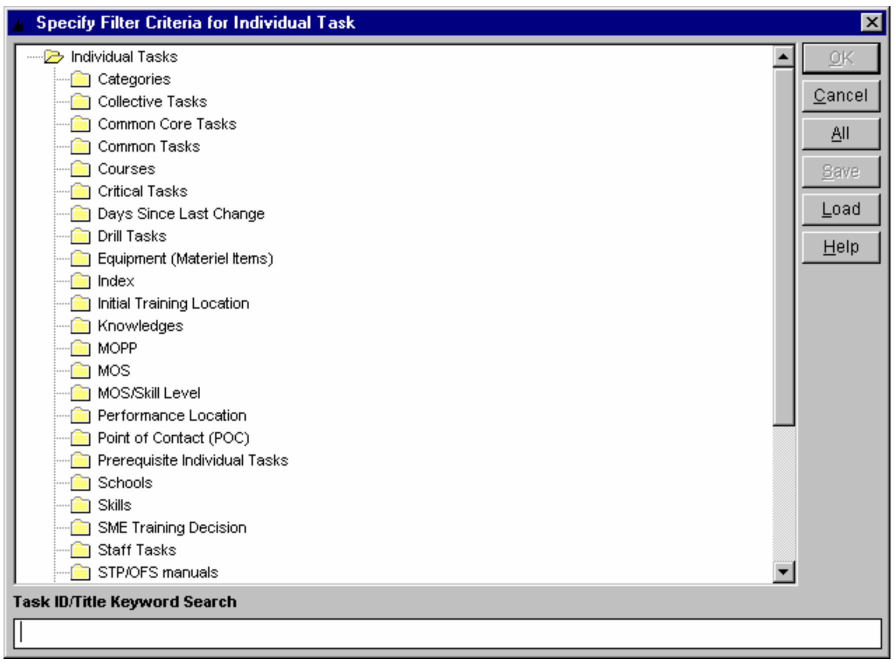


Figure 6-118: Specify Filter Criteria for Individual Task Screen

Each of the major filtering items listed includes sub-levels that can be used to specify the types of tasks to be displayed. ***Note:*** *Filter options may be opened for as many items as desired.*

Note: *A* ***No Links*** *and* ***Any Links*** *filter option is available for every filter that corresponds with a linked tab. This allows you to quickly identify records that do or do not have specific types of linked data. The* ***Any Links*** *selection displays records for which a link has been made. The* ***No Links*** *selection displays records for which no links have been made.*

The **Task ID/Title Keyword Search** field at the bottom of the screen can be used to display tasks based on words or phrases in the task title or to select a particular task number. The Keyword Search can be used in conjunction with the filters listed at the top of the screen.

The filter criteria items for individual tasks are listed below with an explanation of each in terms of the resulting list of individual tasks. The default settings are indicated for new records.

Filter	Description
Categories	Shows tasks linked to selected category items created by ASAT users.
Collective Tasks	Shows tasks linked to selected collective tasks.
Common Core Tasks	Shows tasks identified as common core or not common core. The default is *No*.

Filter	Description
Common Tasks	Shows tasks identified as common or as not common. The default is *No*.
Courses	Shows tasks linked to selected formal courses.
Critical Tasks	Shows tasks identified as critical or not critical. The default is *Yes*.
Days Since Last Change	Shows Individual task records that had changes made during a specified time period.
Drill Tasks	Shows tasks linked to selected drills.
Equipment (Materiel Items)	Shows tasks linked to selected related equipment.
Index	Shows tasks linked to selected index items.
Knowledges	Shows tasks linked to selected knowledges.
MOPP	Shows selected MOPP. Values are *Always*, *Sometimes*, or *Never*. The default is *Never*.
MOS	Shows tasks linked to selected Military Occupational Specialties (MOS).
MOS/Skill Level	Shows tasks linked to selected MOS and/or skill levels.
Performance Location	Shows tasks linked to the selected primary performance locations.
Point of Contact (POC)	Shows tasks linked to selected personnel or points of contact.
Prerequisite Individual Tasks	Shows tasks linked to selected prerequisite individual tasks.
Schools	Shows tasks linked to selected responsible training developers.
Skills	Shows tasks linked to selected Skills.
SME Train Decision	Shows tasks identified as to be trained or not to be trained in the school/SME field on the **Dif Model** tab. The default is *No*.
Staff Tasks	Shows tasks identified as Staff tasks or not Staff tasks.
STP/OFS Manual	Shows tasks linked to selected STP/OFS manuals.
STP/OFS Manual	Shows tasks linked to selected STP/OFS manual (with subject area) subject areas.
Subject Areas	Shows tasks linked to selected subject areas.
Supervisor Required	Identifies tasks that are either supervisor required or not supervisor required. The default is *No*.
Supporting Individual Tasks	Shows tasks linked to selected supporting individual tasks.
Supporting Products	Shows tasks linked to selected products as references.
Task Analyst	Shows task linked to the selected task analyst name.
Task Status	Shows tasks linked to selected status of *Active*, *Obsolete*, *Proposed*, *Inactive*, *Superseded*, or *Draft*. The default is *Proposed*.
Task Verbs	Shows tasks linked to selected verbs in the task title.
User Groups	Shows tasks linked to selected ASAT user groups.

6.6.1 Initiate a New Filter

Step 1: Double-click the file folder icon in front of the desired item to display filter options.

As shown in Figure 6-119, the STP/OFS manuals folder has been double-clicked to reveal the filter options available.

Note: Only STPs to which links have been made are displayed.

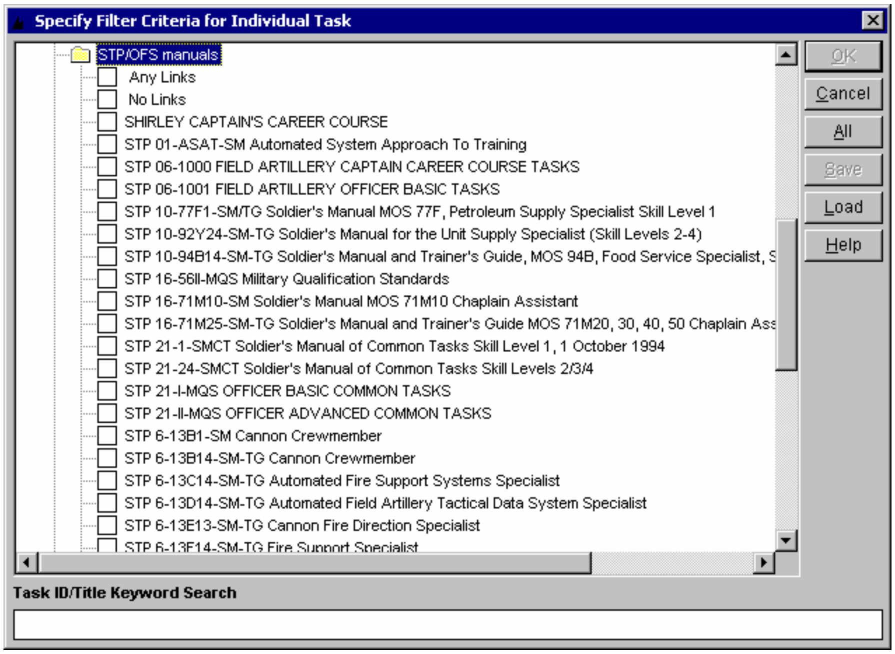


Figure 6-119: Filter Screen for Individual Task – STP/OFS Manuals Folder

Step 2: Click the square check-box in front of the filter option(s) desired to place a checkmark in one or more of the boxes.

As shown in Figure 6-120, under the STP/OFS manuals item many options are available and the STP 06-1001 FIELD ARTILLERY OFFICER BASIC TASKS option has a checkmark.

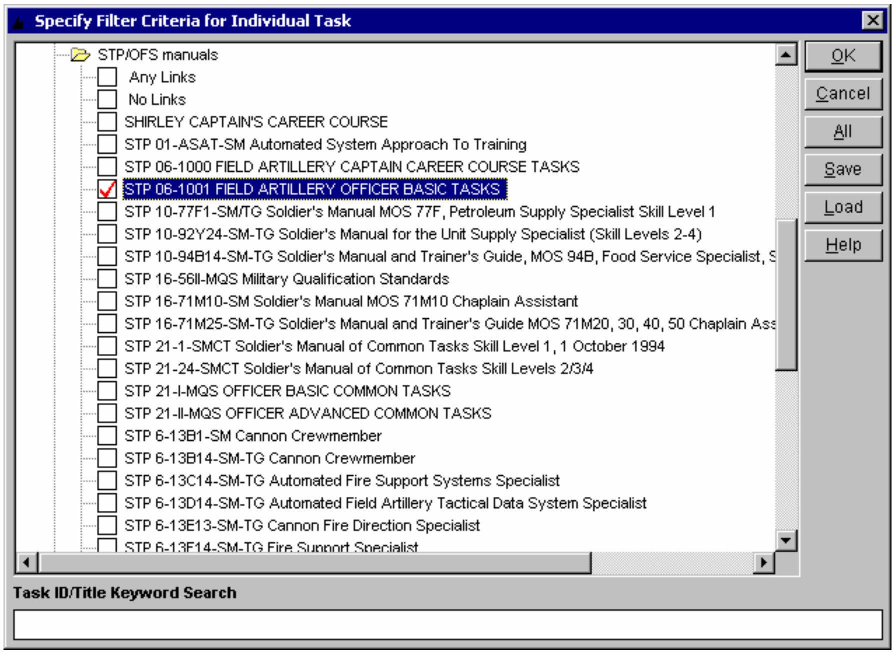


Figure 6-120: Filter Screen for Individual Task – STP/OFS Manuals (Task Item Selected)

In addition to allowing multiple filter options within an item, ASAT allows you to repeat steps 1 and 2, above, to set multiple item filters. In Figure 6-121 you can see some of the expanded options for Schools and STP/OFS manuals.

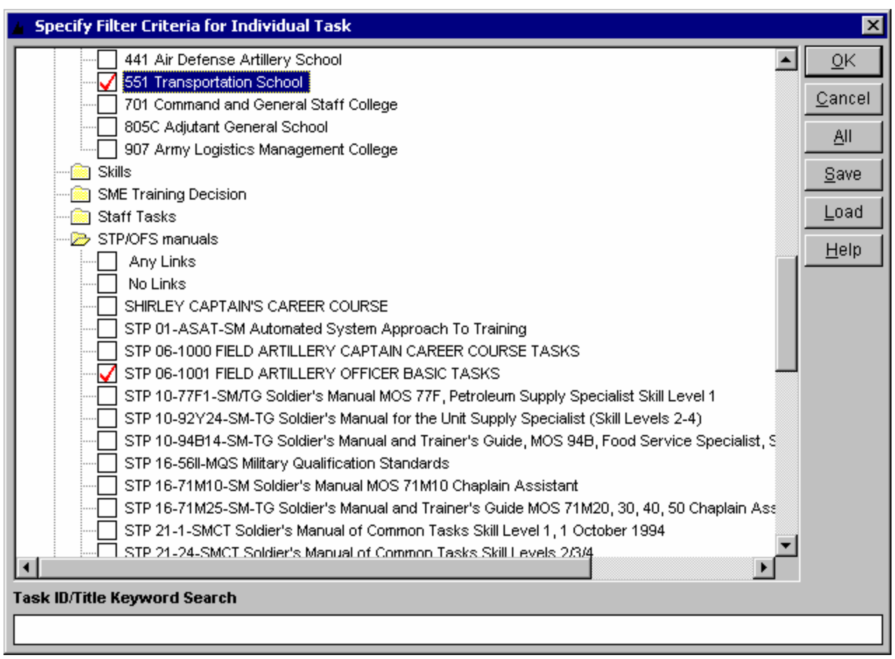


Figure 6-121: Filter Screen for Individual Task (Multiple Items Selected)

In Figure 6-121, the filter window provides the capability to filter the individual task list by STP and by School. The selections shown will return a list of individual tasks that have both of the following characteristics: are linked to the selected STP and are linked to the Transportation School.

The options selected as filter criteria within an item (such as Schools) are always applied as *OR* criteria. An individual task record will be included in the list if it is linked to ANY of the selected options within the selected item.

Filter criteria selected in multiple items are always applied as *AND* criteria. In the example shown, an individual task must be linked to the Transportation School *AND* must be linked to the STP.

In Figure 6-121, if the Air Defense Artillery School was also checked, a task must be linked previous to the STP *AND* linked to the Transportation School *OR* to the Air Defense Artillery School.

Step 3: Select the appropriate option.

Once the filter criteria are set, the buttons displayed on the right-side of the window will execute the following choices:

Button	Description
OK	Apply the currently selected filter criteria to the next individual task list window. ***Note:*** *If the filter is not first saved using the* ***Save*** *button, it cannot be reused without first being reentered.*
Cancel	Clear all currently selected filter criteria check-boxes; default to previous filter criteria; and retrieve individual tasks accordingly.
All	Retrieve all individual task records (unfiltered.)
Save	Saves all currently selected filter criteria and allows the naming of the filter for later use.

- The following screen will display if you elect to save. Enter a filter name and click on **OK** to enter the name and return to the filter screen.

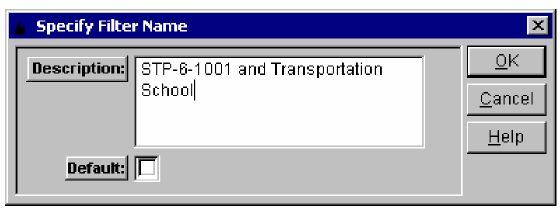


Figure 6-122: Specify Filter Name Window

- Click the **OK** button on the filter screen to apply the filter.

Button	Description
Load	Provides a list of previously saved filters and executes selected filter. See section 6.6.2 below.
Help	View on-line help.

The next window after filtering will be a list or grid of individual tasks from which to select the specific task you want to review, edit, or link.

6.6.2 Load a Saved Filter

Step 1: From the *Specify Filtering Criteria for Individual Task* window, click the **Load** button.

Step 2: Highlight the desired filter to select and click on the **OK** button to load the filter and return to the previous filter screen. An example of the screen to select a filter is shown in Figure 6-123:

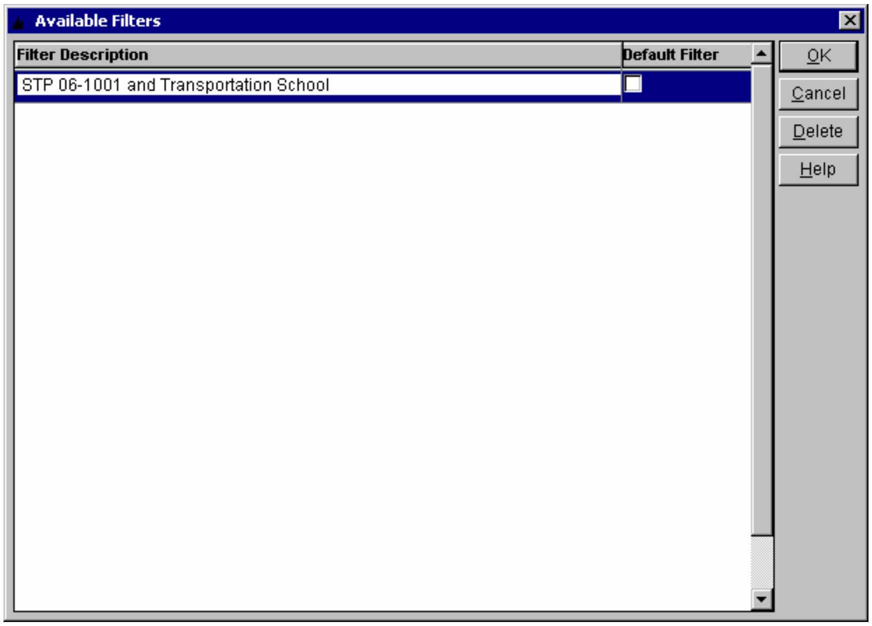


Figure 6-123: Available Filters Screen

- A loaded filter can be deleted by highlighting the filter, and clicking on the **Delete** button.

- To return to the filter screen without loading a filter, click on the **Cancel** button.

You can check the **Default** box to save a filter as your automatic filter for individual tasks whenever you access the individual task list in ASAT. ***CAUTION:*** This will result in the filter screen not appearing automatically. Instead a listing or grid of individual task containing ONLY those tasks that meet your default filter criteria will display automatically. If you wish to delete or change the default filter or load a new filter, you must first access the *Specify Filtering Criteria for Individual Task* screen from the individual task grid screen by selecting the **View** menu and choosing the **Filter by Linked Data** option.

Step 3: Upon returning to the *Specify Filtering Criteria for Individual Task* window, select the appropriate option.

Button	Description
OK	Apply the loaded filter criteria to the next individual task list window.
Cancel	Clear the loaded filter and default to previous filter criteria; and retrieve individual tasks accordingly.
All	Retrieve all individual task records (unfiltered.)
Help	View on-line help.

The next window after filtering will be a list or grid of individual tasks from which to select to review, edit, delete, or to which additional tasks can be added.

6.7 Managing Individual Tasks

6.7.1 Selecting Manage Individual Tasks

This Power Panel option (Figure 6-124) will only be available to those individuals with authorized access. Click **Individual** and double-click **Manage Individual Tasks** on the Power Panel as a choice under the **Development** section.

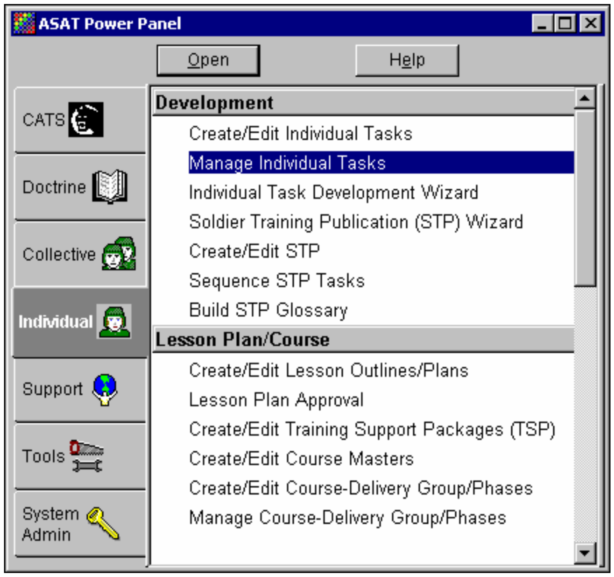


Figure 6-124: Power Panel – Manage Individual Task Options

Although the user can select an individual task and perform all operations described in section 6.5, the primary purpose of this option is to allow the manager of the task list to alter the **Status**, **Title**, **Approval**, and **Obsolete** date fields. Before the *Individual Task Maintenance* grid is populated with Individual Tasks, a filter window is displayed to allow the user to limit the set of tasks displayed on the grid. The grid is then populated according to the selected filter.

The *Individual Task Maintenance* grid (Figure 6-125) is a **grid-detail** view of Individual Task data. The top-half of the window is a grid of rows and columns of Individual Task data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the Individual Task focused on in the grid above.

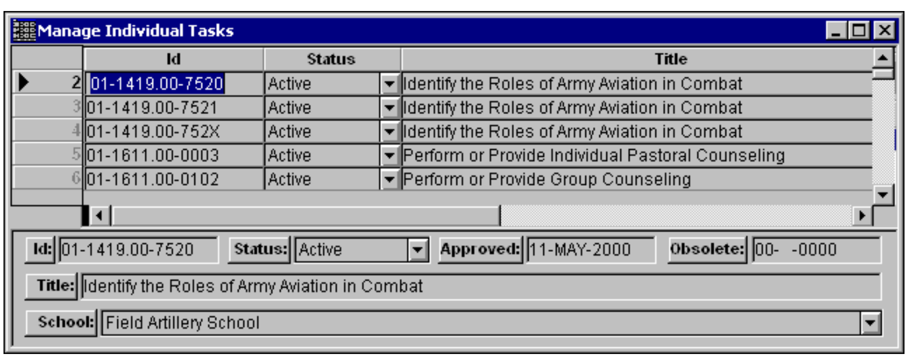


Figure 6-125: Manage Individual Tasks Grid

Only the **Task Id**, **Status**, **Title**, **Approved Date**, **Obsolete Date**, and **School** fields for each Individual Task are displayed on the grid.

Note: *Refer to section 6.7.3 at the end of this section for Task Status Business Rules.*

6.7.2 Changing Individual Tasks

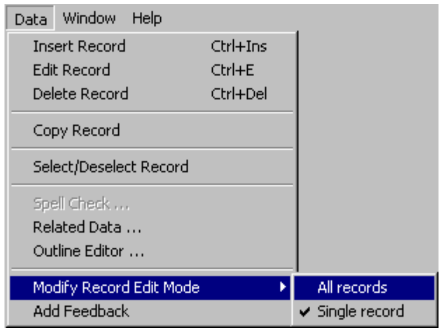


Figure 6-126: Data Menu

- **Single Task Option:** Find and click on the single individual task you want to change. Click the word **Data** on the menu bar and then select the **Edit Record** option. This switches the selected individual task row to a white background indicating it can be edited.
- **All Tasks Option:** Click the word **Data** on the menu bar and then click the **Modify Record Edit Mode: All Records** option. This switches all individual task rows to a white background indicating they can be edited.

> ***Remember:*** *This is the only place in ASAT where the individual task status can be changed, or where the Approval and Obsolete Dates can be entered or revised.*

6.7.3 Task Status Business Rules

The Status of a task determines what can and cannot be done to that task.

- ***Active*** tasks (A) are part of the critical task list for an MTP/Unit, Drill Book, or MOS/AOC.
- ***Proposed*** tasks (P) are tasks in various states of development and/or review and are never part of a critical task list or published.
- ***Draft*** tasks (D) are tasks that are currently being staffed. These are usually a Proposed task that is on its way to approval.
- ***Superseded*** tasks (S) are tasks that were once Active/Inactive, but have been modified and re-approved. The Superseded status allows for historical information to be retained on tasks.
- ***Obsolete*** tasks (O) are old active tasks that no longer are used by anyone. Obsolete task IDs cannot be reused for 5 years from the date they are made obsolete.
- ***Inactive*** tasks (I) are old active tasks that are no longer used by the active duty military, but might be used by National Guard/Reserve or foreign governments who use our older systems.

Active, Inactive, and Obsolete are mutually exclusive, in that the record may only exist in one of these statuses at a time. Only one Draft status can exist in a task family, but multiple Proposed and Superseded are allowed. In a single task family, you may have an Active, a couple Proposed, a Draft, and several Superseded at the same time.

The functions that are limited by the status flag include adding, copying, and deleting tasks or changing the status of an existing task. Reports that are used to train or influence training include only Active tasks.

Obsolete tasks may be archived out of the working ASAT database. Archiving consists of copying all the tasks and related information to some off-line storage medium and deleting from the active system everything but the **Task ID**, **Title**, **Approval**, and **Obsolete** Dates. This allows some history on the Task ID and ensures that Task IDs cannot be reused for the appropriate period. Obsolete tasks can be deleted after that period (currently five years from Obsolete Date.)

The set of fields used in relation to the current status of a task are the **Task ID** and **Status** fields and the Approval and Obsolete Dates. The following table summarizes the interaction of the Task Status:

Action	Current Status	New Status	Result
Add a new task	-	P	All new tasks are Proposed.
Copy a task	All	P	All new tasks are Proposed. Target may be a base task or a derivative task.
Delete a task	Active	Obsolete	The task status becomes Obsolete; Obsolete date is set to the current date.
	Proposed, Draft or Superseded	-	The task and all its related data is deleted after confirmation.
	Obsolete	-	An obsolete task can only be deleted after appropriate period of time has passed, currently five years from obsolete date.
	Inactive	Obsolete	The task status becomes Obsolete; Obsolete date is set to the current date.
Change the status of an existing task	Active	Obsolete	The **Obsolete Date** field is set to the current date.
	Active Draft Draft or Proposed	Inactive Proposed Active	If the task exists with an Approved status already, that task has its status changed to Superseded; the newly approved task has its **Approval Date** field set to the current date.

An **Active** task cannot be changed to a proposed status. If this is desired, copy the task and obsolete the original task.

A **Proposed** task cannot be changed to an obsolete status. Since a proposed task is not and has never been part of a critical task list, the Task ID can be reused, so the task can be deleted.

An **Obsolete** task can be copied to a proposed task, but its status may not be changed otherwise.

An **Inactive** task can be copied to a proposed task or made obsolete, but its status may not be changed otherwise.

6.8 Create or Edit Lesson Outlines/Plans

ASAT allows you to create lesson plans. The information from lesson plan development will be used by others to create courses and associated products. The graphic below (Figure 6-127) shows how Courses, Phases, Modules, Lessons and the associated resources are linked together.

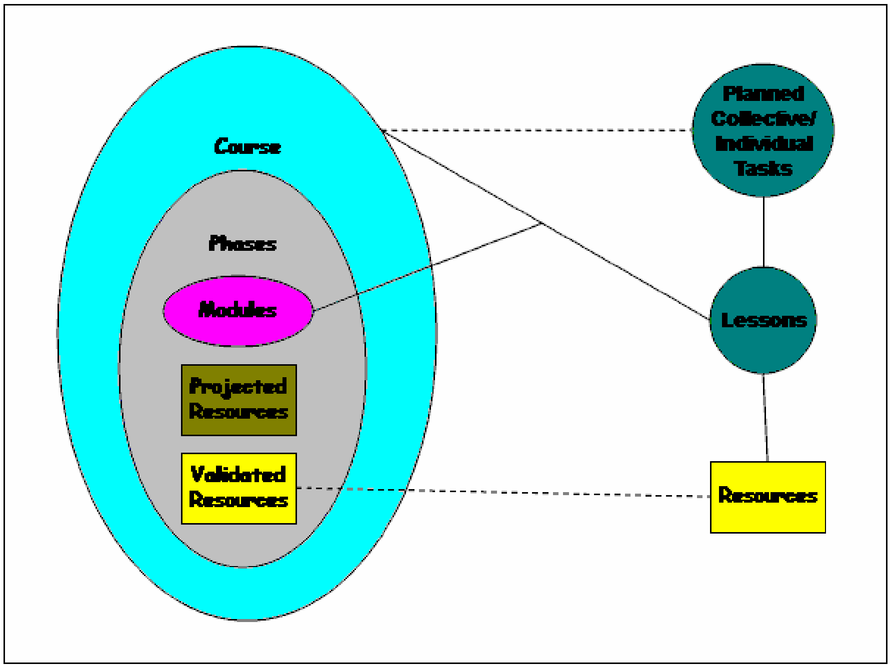


Figure 6-127: Course/Phase/Module/Lesson Resources Relationship

6.8.1 Create a New Lesson Plan

To open this menu option, from the *ASAT Power Panel* (Figure 6-128), select the **Individual** Module. Next, highlight the **Create/Edit Lesson Outlines/Plans** menu option and double-click, or click the **Open** button.

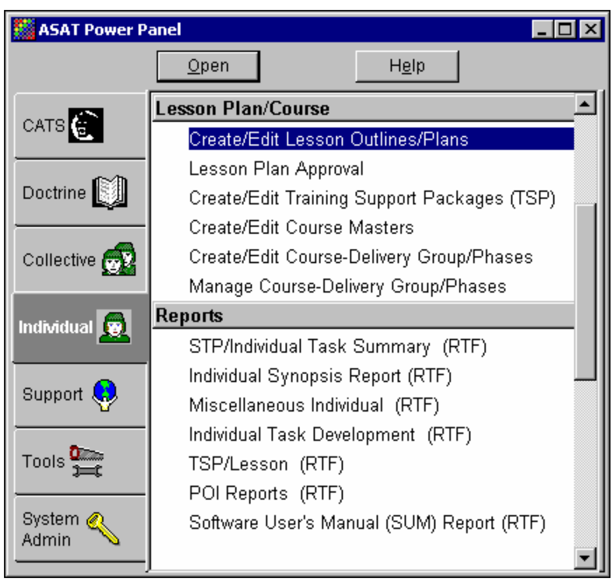


Figure 6-128: Power Panel – Create/Edit Lesson Outlines/Plans

Before the list of lesson plans are populated on the screen, the *Specify Filter Criteria Screen for Lessons* window (Figure 6-129) appears:

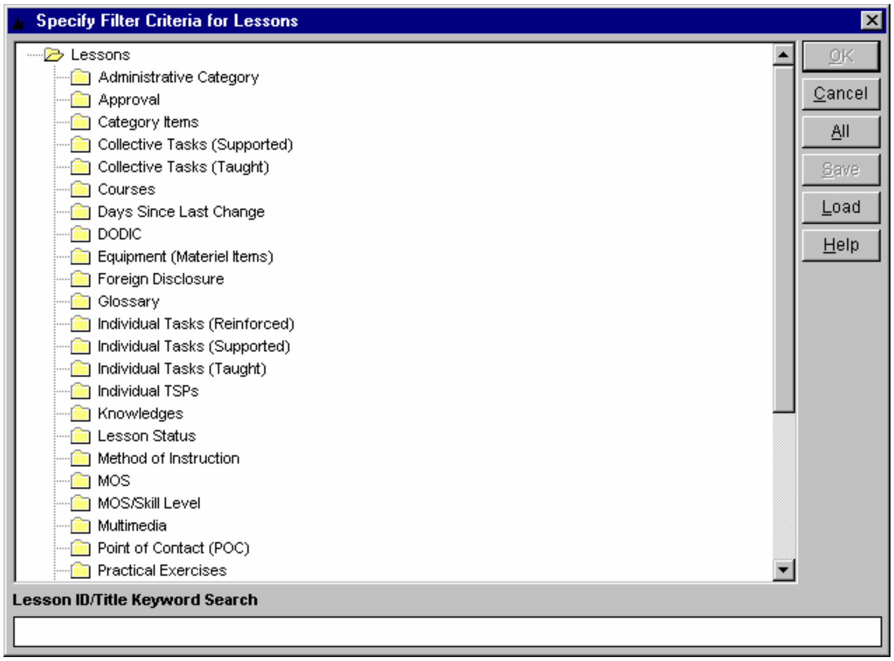


Figure 6-129: Specify Filter Criteria for Lessons Screen

The *Specify Filter Criteria for Lessons* window allows the user to limit the set of lesson plans displayed on the *Lesson Plan Maintenance* screen or grid.

The filter criteria for Lessons are listed below with an explanation of each in terms of the resulting list of Lesson plans displayed. Refer to the hierarchical tree filter section in section 9.2 for further information on using filters.

> ***Note:*** *A **No Links** and **Any Links** filter option is available for every filter that corresponds with a linked tab. This allows you to quickly identify records that do or do not have specific types of linked data. The **Any Links** selection displays records for which a link has been made. The **No Links** selection displays records for which no links have been made.*

Filter	Description
Approval	Shows lessons linked to selected approval authorities.
Category Items	Shows lessons linked to selected category items.
Collective Tasks (Supported)	Shows lessons in which a portion of the selected collective tasks are taught.
Collective Tasks (Taught)	Shows lessons in which the selected collective tasks are taught.
Courses	Shows lessons linked to selected courses.
Days Since Last Change	Shows lessons that had changes made during a specified time period.
DODIC	Shows lessons linked to selected ammunition.
Equipment (Materiel Items)	Shows lessons linked to selected equipment or materiel items.
Foreign Disclosure	Shows lessons linked to selected foreign disclosure statements.
Glossary	Shows tasks linked to selected glossary terms.
Individual Tasks (Reinforced)	Shows lessons that provide refresher or integrated training for the selected individual task.
Individual Tasks (Supported)	Shows lessons in which a portion of the selected individual tasks are taught.
Individual Tasks (Taught)	Shows lessons in which the selected individual tasks are taught.
Individual TSPs	Shows lessons linked to selected Training Support Packages.
Knowledges	Shows tasks linked to selected knowledges.
MOS	Shows lessons linked to selected Military Occupational Specialties (MOS).
MOS/Skill Level	Shows lessons linked to tasks that are linked to selected MOS/Skill Levels.

Filter	Description
Multimedia	Shows lessons linked to selected multimedia.
Point of Contact (POC)	Shows lessons linked to selected personnel or points of contact.
Prerequisite Lessons	Shows lessons linked to selected prerequisite lessons.
Risk Assessment Level	Shows lessons linked to selected risk assessment levels.
School	Shows lessons linked to selected schools.
Skills	Shows tasks linked to selected skills.
Supporting Products	Shows lessons linked to selected products or references.
Training Aids, Devices, Graphic Training Aids, Simulators, and Simulations	Shows lessons linked to selected TADSS.
Training Facilities	Shows lessons linked to selected training facilities.
Training Management Category	Shows lessons linked to selected training management categories.
User Groups	Shows lessons linked to selected ASAT user groups.

You can set filter criteria, either load previously saved filters, or select **All** to bring up the *Lesson Plan Maintenance* grid (Figure 6-130). The *Lesson Plan Maintenance* grid is populated according to the filter selected on the previous screen. From this screen you can add (insert), delete, or copy lesson plan records. Refer to section 9.3, for an explanation and procedures on using grids. To create a new record, select the **Data** menu and then choose **Insert Record** or click on the **Insert Record** button on the toolbar. This will add a new row with its fields in white indicating it can be entered and edited.

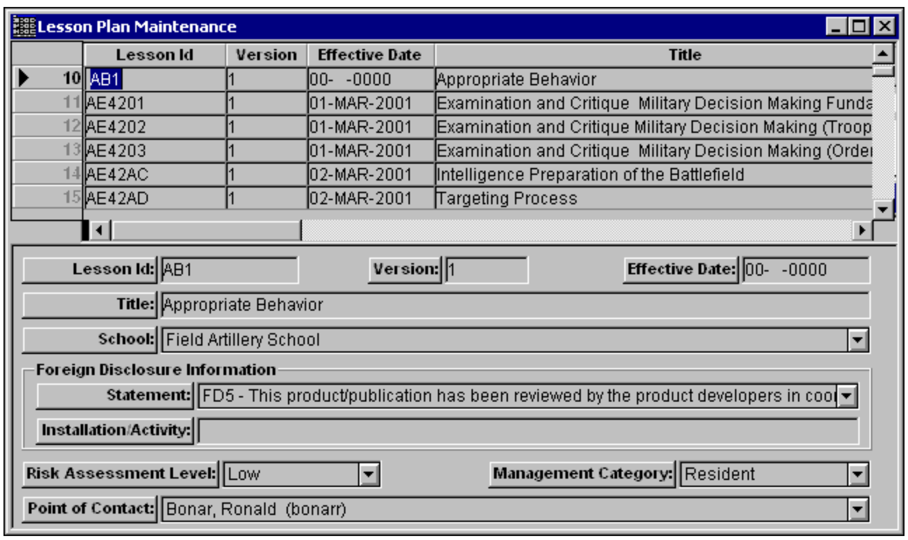


Figure 6-130: Lesson Plan Maintenance Grid

You can enter data directly into the grid or in the fields below the grid. (You only need to do it in one or the other. The data will fill in both places.)

The following fields appear on this window:

Field	Description
Lesson Id	A locally developed unique identifier for the lesson (not to exceed eight characters.)
Version	Identifies the version of a lesson. This field must be filled in to add a record.
Effective Date	Identifies the effective date of a lesson. Either type in the date or double-click in the field to use the pop-up calendar. You can type in the desired date or double-left-click on this field to bring up a calendar for selecting your date. Click on the desired date and press **[Enter]**.
Title	Displays the name or title of the lesson.

Field	Description
School	Identifies the proponent for the lesson. Select the proponent by choosing it from the drop-down list. You can type in the first letter of the name you want. This will take you to a point in the drop-down list with entries that begin with that letter. ***Note:*** *The program will not accept entering the school code; you must select the name of the school.*
Foreign Disclosure Statement	Select the appropriate statement from the drop-down list. The statement selected here will automatically be entered at the **Foreign Disclosure Statement** tab (see section 6.8.2.3.) For assistance selecting a Foreign Disclosure Restriction statement, see Chapter I-1, TR 350-70. ***Tip:*** *Remember to fill in the* ***FD Installation/Activity*** *field described in the following paragraph.*
FD Installation / Activity	Enter the name of the school/agency representing the foreign disclosure statement. This entry is automatically placed in the installation/activity name portion of the FD selected for the **Foreign Disclosure Statement** field. The school/agency entered here can be viewed at the **Lesson Foreign Disclosure Statement** tab (see section 6.8.2.3 for details.)
Risk Assessment Level	Identifies the level of risk associated with the lesson. Select the risk assessment level from the drop-down list. Make any additional notes or comments regarding risk at the **Lesson Risk Assessment Note** tab (see section 6.8.2.2.) For assistance in determining the proper level, see TR 350-70, Chap I-2-4, Risk Management or contact your local safety office. ***Note:*** *CG TRADOC must approve lessons with the rating of Extremely High risk. Lessons with a risk assessment rating of High must have the approval of the proponent commandant. Do not forget to include the safety, legal, and environmental offices in the approval process.*
Management Category	Indicates the management category for this lesson. Select the appropriate category for conducting the lesson from the drop-down list provided.
Point of Contact	This identifies the Point of Contact for the lesson. The available entries shown in the drop-down list for this field comes from ASAT's Personnel Support Table. If the person you want is not shown, they will need to be entered on that table. Refer to the **Personnel Support Table** section in Chapter 7 for details. Use an office as a POC rather than an individual to avoid problems when people move or change jobs.

Click on the **Update Database** button from the toolbar to save your new record, or select the **Related Data** button from the toolbar to link additional data to the lesson plan. Using the latter will bring up a prompt asking if you want to save your data. Select **Yes** to save the record and move into the lesson data tabs.

Creating a Lesson Plan with the Copy Lesson Function

You may copy an existing lesson plan by selecting the **Data\Copy Record** menu option.

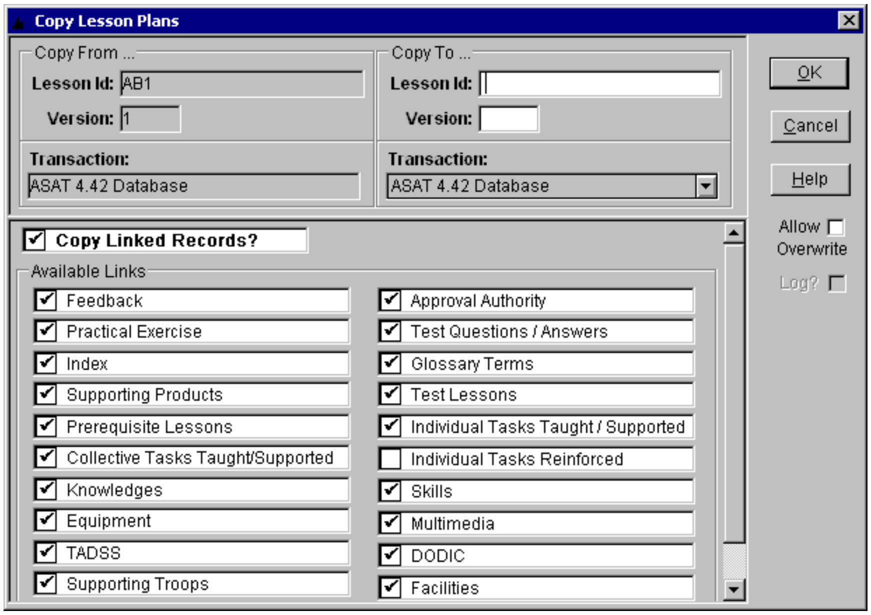


Figure 6-131: Copy Lesson

Use the following procedures at this window:

1. Enter a new **Lesson Id** and/or **Lesson Version Id** in the **Copy To** column.
2. Uncheck a box to copy the record without the existing links or to choose individual links from the selection boxes listed below (the box is checked by default indicating that all existing lesson links are to be included.)

   TIP: *If data is not listed as a linked item, it is part of the core record and copied automatically.*

3. Click the **OK** button to process the copy or click the **Cancel** button to exit without making any changes.

6.8.2 Lesson Plan Tab Folder

After a lesson plan record is entered into ASAT, the major portion of the lesson plan development takes place in the **Lesson Plan** tab folder (Figure 6-132):

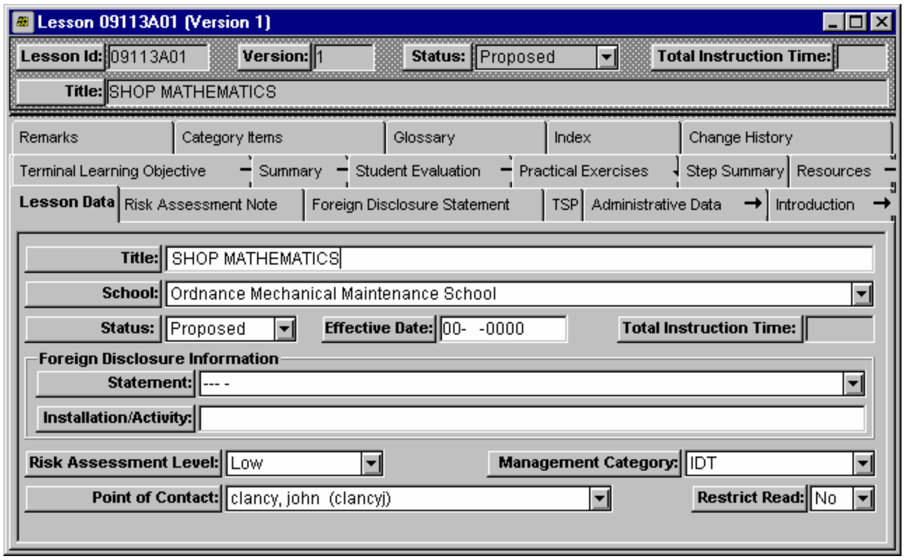


Figure 6-132: Lesson Plan Tab Folder

The fields displayed on the *Lesson Plan Maintenance* grid are also accessible on the **Lesson Data** tab. The remaining tabs allow the user to enter data or link the current lesson plan to other tables in ASAT such as individual tasks, courses, equipment, multimedia, ammunition, and facilities.

> ***Note****: The* ***Total TLO Instruction Time*** *includes the Learning Steps and the Introduction/Summary sections.*

The **Lesson Plan** tabs are discussed in the following sub-paragraphs in the order that they appear upon initial entry in the lesson plan tab folder. The lesson plan tabs can generally equate to the sections found in a lesson plan: *Administrative Data*, *Introduction*, *Terminal Learning Objectives (Presentation)*, *Summary*, and *Student Evaluation*. A **Practical Exercise** tab is provided for entry of PE's if required. The **Step Link Summary** tab provides access to tabs that provide view-only lists of links made at the Step/Activity level for the lesson. The **Risk Assessment** tab allows enumeration or editing related to the Risk Assessment.

> *Refer to section 9.4 for guidance and procedures for using the various types of tabs in ASAT.*

6.8.2.1 Lesson Data Tab

This **detail** data tab (Figure 6-132) contains many of the fields you filled in on the lesson plan grid. Refer to the field descriptions under section 6.8.1 for details. One additional field displayed on this screen is the **Restrict Read** selection box. It is used to select user access to the record. If the **Restrict Read** is set to *Yes,* the record will appear in the grid view, but will not allow users other than the Point of Contact, SME/Analyst, or System Administrator to open or edit the tab folder information. If the **Restrict Read** is set to *No*, users will have viewing and modification privileges as defined by the current ASAT user definition.

6.8.2.2 Risk Assessment Note Tab

You have already determined a risk level for the lesson (Low, Medium, High, or Extremely High) on the grid or **Lesson Data** tab. This **block** data tab (Figure 6-133) allows you to make notes about the risk factors associated with the lesson. Include statements for the instructor to read to the students if the risk level is extremely high, high, or medium.

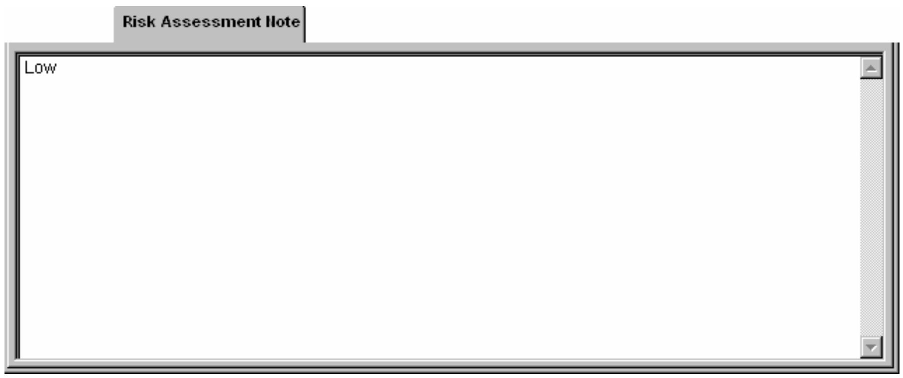


Figure 6-133: Risk Assessment Note Tab

Information typed on this tab will follow immediately after the risk level in the lesson plan *Introduction* section. An example is:

Potential risks include: Injuries caused by seatbelts not being secure while in aircraft, rotation of rotor blades when boarding aircraft, improper seating arrangement on aircraft, severe turbulence while in flight, and hearing damaged by intense noise of aircraft.

> ***Tip:*** *This tab will accept hard returns, but tabs will not reflect on reports. Use a dash for bullets.*
>
> ***Note:*** *For every potential risk listed in extremely high, high, or medium risk lessons, include instructor notes at the appropriate point of the lesson to explain what actions the instructor must take to reduce the risk. Special approval is required for lessons with a risk assessment of extremely high (TRADOC Commander approval) or high (proponent commander/commandant approval). See TR 350-70, I-2-4 for additional information.*

6.8.2.3 Foreign Disclosure Statement

The **Foreign Disclosure Statement** tab (Figure 6-134) is a **block** data tab automatically filled with the foreign disclosure statement and FD Installation/Activity information entered on the Lesson grid or **Lesson Data** tab. This tab is used to view the complete statement. If you decide to make a different selection, return to the Lesson grid or the **Lesson Data** tab to enter or select the new choice.

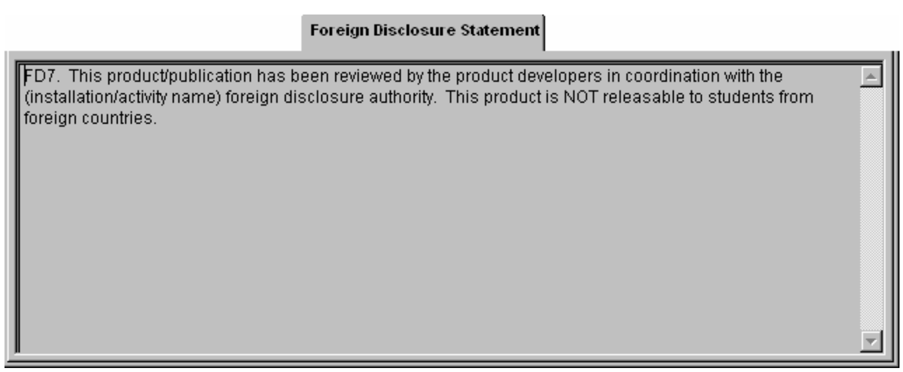


Figure 6-134: Foreign Disclosure Statement Tab

6.8.2.4 TSP Tab

The **TSP** tab (Figure 6-135) is a **picklist** tab that allows the user to link the lesson to a Training Support Package (TSP) or packages. With the linkage, you indicate what TSPs include the lesson. This information is not displayed on the POI Report.

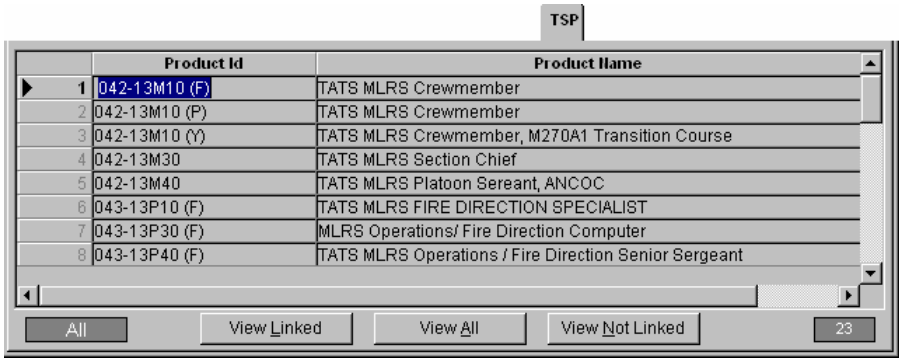


Figure 6-135: TSP Tab

To populate the **picklist**, click on the **View All** button at the bottom of the screen. A *Specify Filter Criteria for TSP* screen will display. Refer to section 9.2, Hierarchical Tree Filter, for a detailed explanation of filters. Double-click in one of the data fields of the TSP record to link it to the lesson. To view a TSP, double-click on the record row number or select the **Related Data** toolbar button to view or work with the TSP. For information on the TSP tabs, see section 6.14.

6.8.2.5 Administrative Data Tabs

This tab contains the administrative data associated with a lesson/lesson plan. It contains 17 sub-tabs.

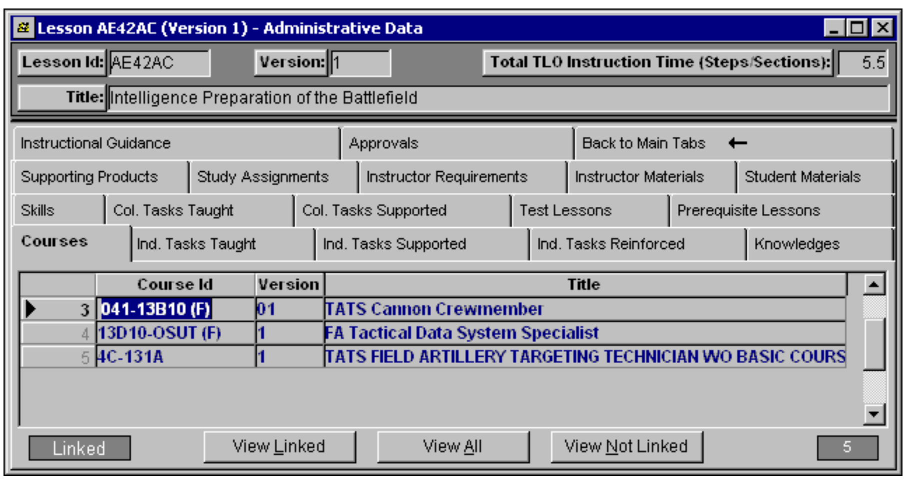


Figure 6-136: Administrative Data Tab Folder

Courses Tab

The **Courses** tab (Figure 6-136) is a **picklist** tab that allows the user to link the current lesson to one or more courses in which it is taught. This tab also displays any courses to which the current lesson plans have been linked on the **Lesson Links** tab in the **Course Master** tab folder. The POI Report requires the following fields: **Course Id**, **Version**, and **Title**. To link to a course, select **View All** and choose from the list provided. Refer to section 9.4.1.3 for an explanation for using **picklist** tabs.

> ***Note:*** *If the course you need is not listed, you cannot add it from this screen. It must be added to the Courses Table in the **General** section of the **Support** Module.*

Individual Tasks Taught Tab

This **picklist** tab allows the user to indicate individual tasks that are taught in the lesson and, if desired, copy ASAT individual task information into the lesson. Refer to section 9.4.1.3 for information on using the **picklist** tabs. The POI Report requires all of the information linked on this tab.

Click on the **View All** button to bring up the *Specify Filter Criteria for Individual Task* screen. Indicate your filter preference to bring up a listing of individual tasks in your ASAT database. Refer to section 6.6 for an explanation of filtering individual tasks.

If you require more information about a task to determine your selection, highlight the task then select the **Data** menu and choose the **Related Data** option or click on the **Related Data** button on the toolbar . You can also double-click on the desired task in the far left column. The individual task tab screen will display. The task condition and standard tabs are accessible on the first row of individual task tabs. To view the task performance steps of the task, click on the **Outline Editor** toolbar button or select the **Data** menu and choose **Outline Editor**. Select **Performance Steps** on the next screen and the task steps will display if available.

> ***Tip:*** *Double-clicking in the record itself will unlink a linked task! Unlinking a task does not automatically remove task information copied into a TLO, ELO, or Step.*

When you select a new task to link to the lesson, by double-clicking in the record row, a *Task Copy Options* screen (Figure 6-137) will display. This screen asks if you want to copy the Individual task data into the ELO (Enabling Learning Objective) or the TLO (Terminal Learning Objective) for that lesson (see the following screen.) You cannot have both ELO steps and TLO steps. If the lesson contains an ELO, the option to copy task steps to the TLO is disabled. If the lesson already contains TLO steps, the ELO option is disabled. Task information copies into the lesson in the order in which tasks are linked to the lesson.

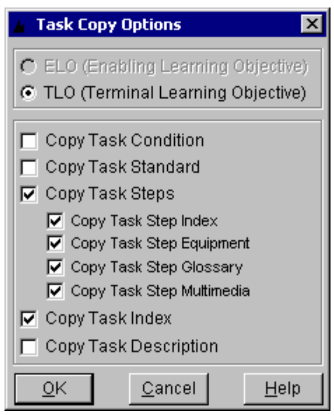


Figure 6-137: Task Copy Options

Selecting **ELO** causes the task number and title to be copied into an ELO Action statement. The task number can be used as a reference point while developing the lesson and deleted before the lesson is finalized. If multiple tasks are linked, the ELOs will appear in the order in which the tasks were linked.

Selecting **TLO** causes the task number and title to be copied into the TLO Action Statement, replacing any previous entry.

If **Copy Task Condition** and **Copy Task Standard** are selected, they fill the **Condition** tab and **Standard** tab for the ELO or TLO.

If **Copy Task Steps** is selected and task steps exist, then the steps (e.g., 1, 2, 3) are copied into the new steps for the TLO or ELO, and the detailed procedures for the steps (e.g., a, b, c) are copied into the *Step/Activity Edit* window for the step. The **Copy Tasks Steps** check-box must be clicked in order to make individual task step selections (Index, Equipment, Glossary, and Multimedia). Data linked on the step tabs will be copied to the corresponding **Learning/Step Activity** tab with the copied step. If there are no task steps but there are task performance measures, then the performance measures are copied instead. If neither task steps nor performance measures exist, a screen will display indicating that no Learning Step/Activities were created.

If **Copy Task Index** is selected, the task **Index** tab information is copied to the lesson plan **Index** tab.

If **Copy Task Description** is selected, the task **Description** tab information found under the **Considerations/Notes** tab is copied to the **TLO-Description** tab replacing any previous entry.

Selecting the **OK** button processes the selection(s).

Selecting the **Cancel** button will link the task but not copy task information to the ELO or TLO. The task number will display in the *Task Number/Title Portion* of the lesson plan report.

To view the information you have copied, click on the **Back to Main Menu** tab. Next, click on the **Terminal Learning Objective** tab. If information was copied to the TLO, review the appropriate TLO tabs. If information was copied to an ELO, click on the **Enabling Learning Objectives** tab. Select the **Data** menu and then choose the **Related Data** option or choose the **Related Data** toolbar button to access the **ELO** tabs for review.

> ***Tip:*** *TLO information can be changed to an ELO if you should subsequently decide to use ELOs. While on the* ***TLO Learning Steps/Activities*** *tab, use menu option* ***Data/Move Steps to ELO****. The TLO action, condition, standard, and all steps will move to tabs for an ELO.*

Individual Tasks Supported Tab

The **Individual Tasks Supported** tab is a **picklist** tab that shows the individual tasks that are only partially taught in the lesson and the associated performance step ID covered in the lesson. The fields displayed include:

Field	Description
Task Id	ID number of individual task being supported.
Step Id	ID number of task performance step(s) included in the lesson.
Status	Status of the task.
Individual Task	Title of the individual task being partially taught.

> ***Note:*** *This tab cannot be used if the linked task does not include performance steps.*

To link a new supported task to the lesson, select **View All**. This brings up the *Specify Filter Criteria for Individual Task* screen. Indicate your filter preference and choose **OK**, or select **All** to bring up a listing of all individual tasks in your ASAT database. When you select a task to link, a window opens (Figure 6-138) displaying the task performance steps for that task.

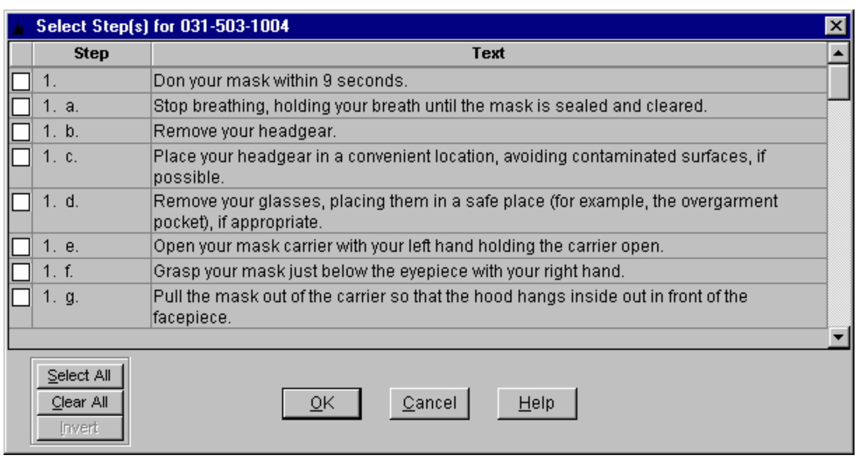


Figure 6-138: Select Steps

Select the task performance steps taught in the lesson by clicking on the appropriate box(es) to the left of the steps. A checkmark will appear in the box, indicating those you have chosen. Once the selection has been made, the buttons at the bottom of the window will execute the following options:

OK applies the selected step to the next window which is the *Task Copy Options* window described previously under the **Individual Tasks Taught** tab.

Cancel clears all currently selected step check-boxes and returns to the picklist.

After making the selections and clicking **OK**, the steps will turn blue indicating they are linked.

To view the task steps for tasks that are already linked to the lesson, select a task and click on the **Related Data** toolbar button or choose the **Data** menu and select the **Related Data** option. This will open detail tabs on that task. To see the task steps, click the **Outliner Editor** button on the toolbar or choose the **Data** menu and select **Outline Editor**. Select **Performance Steps** on the next screen and the task steps will be displayed.

Individual Tasks Reinforced Tab

The **Individual Tasks Reinforced** tab is a **picklist** tab that allows you to select and link reinforced Individual Tasks to a lesson. Link any task for which this lesson provides refresher or integrated training. Refer to section 9.4.1.3 for information on using the **picklist** tabs.

Click on the **View All** button to bring up the *Specify Filter Criteria for Individual Task* screen. Indicate your filter preference to bring up a listing of individual tasks in your ASAT database. Refer to section 6.6 for an explanation of filtering individual tasks.

If you require more information about a task to determine your selection, highlight the task then select the **Data** menu and choose the **Related Data** option or click on the **Related Data** button on the toolbar. You can also double-click on the desired task in the far left column. ***Tip:*** *Double-clicking in the record itself will unlink a linked task!* The **Individual Task** tab will display. The task condition and standard tabs are accessible on the first row of individual task tabs. To view the task performance steps of the task, click on the **Outline Editor** toolbar button or select the **Data** menu and choose **Outline Editor**. Select **Performance Steps** on the next screen and the task steps will display if available.

Knowledges Tab

The **Knowledges** tab is a **picklist** tab that allows the user to identify knowledges taught by the current lesson. The **Knowledge ID** and **Knowledge Name** are view-only fields. Refer to section 9.4.1.3 for an explanation of picklist tabs.

When the **View All** or **View Not Linked** button is used, the *Specify Filter Criteria for Knowledge* screen will display to assist in defining the list of Knowledges from which to select. Refer to section 9.2, Hierarchical Tree Filters, for further information on selecting, saving, and loading filters. After the filter is selected, a listing of knowledge displays. Double-click in the **Knowledge ID** column to link knowledge to the current lesson.

If you require more information about a knowledge to determine your selection, highlight the knowledge then select **Data** menu and choose the **Related Data** option or click on the **Related Data** button on the toolbar. You can also double-click on the desired lesson in the far left column. This allows viewing of information about the highlighted knowledge without having to go back to the Power Panel to access the Knowledge Table in the **Support** Module. The **Knowledge** tab screen will display.

Tip: *Double-clicking in the record itself will unlink a linked knowledge!*

Skills Tab

The **Skills** tab is a **picklist** tab that allows the user to identify skills taught by the current lesson. The **Skill ID** and **Skill Name** are view-only fields. Refer to section 9.4.1.3 for an explanation of picklist tabs.

When the **View All** or **View Not Linked** button is used, the *Specify Filter Criteria for Skills* screen will display to assist in defining the list of Skills from which to select. Refer to section 9.2, Hierarchical Tree Filters, for further information on selecting, saving, and loading filters. After the filter is selected, a list of skills displays. Double-click in the **Skill ID** column to link a skill to the current lesson.

If you require more information about a skill to determine your selection, highlight the skill then select the **Data** menu and choose the **Related Data** option or click on the **Related Data** button on the toolbar. You can also double-click on the desired lesson in the far left column. This allows viewing of information about the highlighted skill without having to go back to the Power Panel to access the Skill Table in the **Support** Module. The **Skill** tab screen will display.

Collective Tasks Taught Tab

The **Collective Tasks Taught** tab is a **picklist** tab that allows the user to indicate collective tasks that are taught in the lesson and, if desired, copy ASAT collective task information into the lesson. Refer to section 9.4.1.3 for information on using the **picklist** tabs. ***Note:*** Unlinking a task does not automatically remove task information copied into a TLO, ELO, or learning step/activity.

Click on the **View All** button to bring up the *Specify Filter Criteria for Collective Task* screen. Indicate your filter preference to bring up a listing of collective tasks in your ASAT database. Refer to section 6.6 for an explanation of filtering.

If you require more information about a task to determine your selection, highlight the task then select the **Data** menu and choose the **Related Data** option or click on the **Related Data** button on the toolbar. You can also double-click on the desired task in the far left column. The **Collective Task** tab will display. The task condition and standard tabs are accessible on the first row of **Collective Task** tabs. To view the task performance steps of the task, click on the **Outline Editor** toolbar button  or select the **Data** menu and choose **Outline Editor**. Select **Performance Steps** on the next screen and the task steps will display if available.

> ***Tip:*** *Double-clicking in the record itself will unlink a linked task! Unlinking a task does not remove copied task data from the lesson plan tabs.*

When you select a new task to link to the lesson by double-clicking in the record row, a *Task Copy Options* screen will display asking if you want to copy the Collective task data into the ELO (Enabling Learning Objective) or the TLO (Terminal Learning Objective) for that lesson. You cannot have both ELO steps and TLO steps. If the lesson contains an ELO, the option to copy task steps to the TLO is disabled. If the lesson already contains TLO steps, the ELO option is disabled. The *Task Copy Options* screen is shown in Figure 6-139:

> ***Tip:*** *Task information copies into the lesson in the order in which tasks are linked to the lesson.*

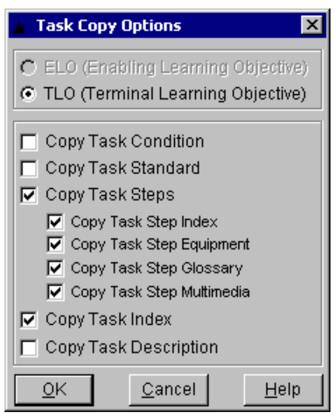


Figure 6-139: Task Copy Options

Selecting **ELO** causes the task number and title to be copied into an ELO Action statement. The task number can be used as a reference point while developing the lesson and deleted before the lesson is finalized.

> ***Note:*** *If multiple tasks are linked, the ELOs will appear in the order in which the tasks were linked.*

Selecting **TLO** causes the task number and title to be copied into the TLO Action Statement, replacing any previous entry.

If **Copy Task Condition** and **Copy Task Standard** are selected, they fill the **Condition** tab and **Standard** tab for the ELO or TLO.

If **Copy Task Steps** is selected and task steps exist, then the steps (e.g., 1, 2, 3) are copied into the new steps for the TLO or ELO, and the detailed procedures for the steps (e.g., a, b, c) are copied into the *Step/Activity Edit* window for the step. If there are no task steps but there are task performance measures, then the performance measures are copied instead. If neither task steps nor performance measures exist, a screen will display indicating that no Learning Step/Activities were created.

Note: ***The Copy Tasks Steps*** *check-box must be clicked in order to activate the copy task step options shown on the window. You can then click (or unclick) on the desired step check-boxes to make individual selections. Data linked on the step tabs will be copied to the corresponding* ***Learning/Step Activity*** *tab with the copied step.*

If **Copy Task Index** is selected, the task **Index** tab information is copied to the lesson plan **Index** tab.

If **Copy Task Description** is selected, the task **Description** tab information found under the **Considerations/Notes** tab is copied to the **TLO-Description** tab replacing any previous entry.

Selecting the **OK** button processes the selections. Selecting the **Cancel** button will link the task but not copy task information to the ELO or TLO. The task number will display in the *Task Number/Title* section of the Lesson Plan Report.

To view the information you have copied, click on the **Back to Main Menu** tab. Next, click on the **Terminal Learning Objective** tab. If information was copied to the TLO, review the appropriate **TLO** tabs. If information was copied to an ELO, click on the **Enabling Learning Objectives** tab. Select the **Data** menu and then choose the **Related Data** option or choose the **Related Data** toolbar button to access the **ELO** tabs for review.

Tip: *TLO information can be changed to an ELO if you should subsequently decide to use ELOs. While on the* ***TLO Learning Steps/Activities*** *tab, use menu option* ***Data/Move Steps to ELO****. The TLO action, condition, standard, and all steps will move to tabs for an ELO.*

Collective Tasks Supported Tab

The **Collective Tasks Supported** tab is a **picklist** tab that shows the collective tasks that are only partially taught in the lesson and the associated performance steps covered in the lesson. The fields displayed include:

Field	Description
Task ID	ID number of collective task being supported.
Step ID	ID number of task performance step(s) included in the lesson.
Status	Status of the task.
Collective Task	Title of the collective task being partially taught.

Note: *This tab cannot be used if the linked task does not include performance steps.*

To link a new supported task to the lesson, select **View All**. This brings up the *Specify Filter Criteria for Collective Task* screen. Indicate your filter preference and choose **OK**, or select **All** to bring up a listing of all collective tasks in your ASAT database. When you select a task to link, a window opens displaying the task performance steps for that task. Select the task performance steps taught in the lesson by clicking on the appropriate box(es) to the left of the steps. A checkmark will appear in the box, indicating those you have chosen. Once the selection has been made, the buttons at the bottom of the window will execute the following options:

OK applies the selected step to the next window which is the *Task Copy Options* window described previously under the **Collective Tasks Taught** tab.
Cancel clears all currently selected step check-boxes and returns to the picklist.

After making the selections and clicking **OK**, the steps will turn blue indicating they are linked.

To view the task steps for tasks that are already linked to the lesson, select a task and click on the **Related Data** toolbar button or choose the **Data** menu and select the **Related Data** option. This will open detail tabs on that task. To see the task steps, click the **Outliner Editor** button on the toolbar or choose the **Data** menu and select **Outline Editor**. Select **Performance Steps** on the next screen and the task steps will be displayed.

Test Lessons Tab

If the training is tested as part of a separate lesson, this **picklist** tab will allow you to identify the lesson number in which the terminal learning objective is tested, the time required to test the lesson material and review the test results, and provide a brief description of the test.

Click on the **View All** button that brings up the *Specify Filter Criteria for Lesson* screen. Indicate your filter preference to bring up a list of lessons in your ASAT database. Refer to section 6.8.1 for an explanation of filtering lessons.

If you require more information about a lesson to determine your selection, highlight the lesson then select the **Data** menu and choose the **Related Data** option or click on the **Related Data** button on the toolbar. You can also double-click on the desired lesson in the far left column.

> ***Tip:*** *Double-clicking in the record itself will unlink a linked lesson! The* ***Lesson*** *tab screen will display.*

Use the **picklist** to link the appropriate test lesson(s) to the lesson.

To link a Test lesson to a lesson, double-click on a lesson not currently linked.

> ***Note:*** *When selecting the lesson, place the cursor anywhere in the lesson data except in the far-left column. Double-clicking in the far-left column takes you to the detail tab for that lesson.*

When a Test lesson is linked, the following fields in the record will turn white indicating that data may be edited:

Duration - The time required to test the lesson (expressed in hours and tenths of hours.)
Review - The time required to review the results of the test (expressed in hours and tenths of hours.)
Description - Brief comments about the test lesson in the **Description** field.

MINUTES	HOURS
1 - 5	.1
6 - 10	.2
11 - 15	.3
16 - 20	.4
21 - 25	.5
26 - 30	.6
31 - 35	.7
36 - 40	.8
41 - 45	.9
46 - 50	1.0 (full hour)

Example: 1 hour and 10 minutes would be entered as 1.2.

To unlink a test lesson, double-click on the data of a linked lesson.

Prerequisite Lessons Tab

The **Prerequisite Lessons** tab is a **picklist** tab used to identify any lessons that must be trained before this lesson by linking them to the lesson.

> ***Note:*** *Do not include ALL training that the student must have taken up to this point. Include those lessons he or she should have had immediately preceding this lesson (such as, lessons within this same Module.) Refer to Test Lessons for an explanation on linking to lessons and viewing lesson data.*

Supporting Products Tab

The **Supporting Products** tab is a **picklist** tab used to identify the various products/references that could aid the instructor in teaching the lesson or provide the instructor with information, which would assist in a better understanding of the task and subject matter. Refer to section 9.4.1.3 for an explanation of **picklist** tabs.

Click on the **View All** button that brings up the *Specify Filter Criteria for Products* screen. Indicate your filter preference to bring up a list of products in the Product Table in your ASAT database. Product Type is the most commonly used product filter. Refer to section 9.2, Hierarchical Tree Filters, for further information on selecting, saving, and loading filters.

If you require more information about a product to determine your selection, highlight the product then select the **Data** menu and choose the **Related Data** option or click on the **Related Data** button on the toolbar. You can also double-click on the desired product in the far left column. ***Tip:*** *Double-clicking in the record itself will unlink a linked product!* The product tab screen will display.

Double-click in the product record to link it to the lesson. Once linked, the record will turn blue. The **Product/Source Information** field will turn white indicating the field is editable. It can be used to list paragraph numbers, page numbers, ISBN, type of civilian source (e.g., book, magazine, etc), title of article, and an Army Source for any civilian references including a complete mailing address.

To add to the list of references available in the **picklist**, you must go to the *Product Maintenance* grid (from the **Power Panel**, select the **Support** Module, and then the **Products** menu item) and insert a new record.

Study Assignments Tab

This tab is used to identify what the students must study for this lesson. Specify the document name(s), chapter(s), pages, and paragraphs. Indicate how long the student should have to complete the assignment and when each assignment is due (e.g., before, during, or after the lesson.) State if there is no study requirement. Refer to section 9.10 for **Rich Text Format** tab procedures.

Instructor Requirements Tab

These are specific instructor requirements needed to successfully train the students to the prescribed standards. List the number of instructors, demonstrators, and/or assistant instructors required to train the task. Identify any specific qualifications the instructors must possess to train the task to standard. State if there are no special instructor requirements for the lesson. Refer to section 9.10 for **Rich Text Format** tab procedures.

Instructor Materials Tab

Provide a list of materials that the instructor(s) must have in order to teach the lesson. Include required readings for instructors. List materials that the instructor must have (e.g., map and compass) that are not listed under Equipment for the learning steps/activities. (***Note:*** You may want to go to the **Equipment** tab to see what equipment can be identified there.)

> ***Note:*** *If data is entered on this tab prior to the addition of a PE record, this* ***Administrative Data/ Instructor Materials*** *tab data will automatically fill the* ***Practical Exercise/Instructor Resources*** *tab upon creation of the PE record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.10 for an explanation of the* ***Practical Exercises/Instructor Resources*** *tab.*

If civilian materials are required (e.g., a magazine article or book), list by type, author, title, page numbers, date of publication, and publisher. Provide an Army source with complete mailing address to obtain any civilian materials listed. State if there are no instructor materials required for the lesson. Refer to section 9.10 for **Rich Text Format** tab procedures.

Student Materials Tab

Enter a list of materials that the instructor will provide to the students before or during the class (e.g., map and compass), or which the students must bring to class (e.g., assigned text.) State if there are none. Refer to section 9.10 for **Rich Text Format** tab procedures.

> ***Note:*** *If data is entered on this tab prior to the addition of a PE record, this* ***Administrative Data/ Student Materials*** *tab data will automatically fill the* ***Practical Exercise/Student Resources*** *tab upon creation of the PE record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.10 for an explanation of the* ***Practical Exercises/Student Resources*** *tab.*

Instructional Guidance Tab

This is a list of any special instructions to the instructor, which are not documented elsewhere. Pertinent information for this section includes the course map identifying the training sequence for any prerequisite lessons covered in another TSP and timelines for scheduling resources (e.g., submit request for transportation five days before the start of class, distribute student handout for next lesson.) Refer to section 9.10 for **Rich Text Format** tab procedures.

Approvals Tab

The **Approvals** tab is a **picklist** tab that allows the lesson plan developer to make links to personnel who are the approval authorities for the lesson plan. The Personnel support table populates the picklist. If an approver is not included in the picklist, they must first be added to the Personnel table.

> ***Note:*** *Click in the* ***Person ID*** *field or the* ***Changed by*** *field to view additional information about the person.*

The links made here will enable the person(s) linked the ability to use the **Lesson Plan Approval** menu option to enter an approval date for the lesson plan without also having edit or modify capabilities for the lesson plan content. (Refer to section 6.9 for details on Lesson Plan Approval.)

> ***Note:*** *TRADOC Reg. 350-70 lesson plan format includes a separate block for Branch Safety Manager Approval. The* ***Approvals*** *tab can be used for this information until such time as ASAT is modified to include separate fields for entry of the Branch Safety Manager Data. The data will display in the Proponent Lesson Plan Approvals block of the lesson plan.*

As each approver is linked, the following automatic entries are made:

- A sequence number is entered in the **Seq#** column for each linked record in intervals of 10. These numbers can be adjusted as required to accurately reflect the desired approval sequence. The sequence numbers determine the order in which approval authorities will display in the *Proponent Lesson Plan Approvals* block. They are also used with the **Lesson Plan Approval** menu option to alert an approver when they are approving a lesson plan out of sequence.

> ***Tip:*** *If you enter a duplicate sequence number, an error prompt will appear when you try to save the data.*

- The date 01/JAN/1900 is automatically entered in the **Approval Date** field and the entry `!No User` is entered in the **Changed by** field. These two entries indicate that the linked approval authority has not yet approved the lesson plan.

> ***Note:*** *The* ***Approval Date*** *can be changed on this tab by anyone with modify rights to the lesson plan. When the date is changed and saved, the user ID of the ASAT user making the change is displayed in the* ***Changed by*** *column. The approval authority should enter approval dates using the* ***Lesson Plan Approval*** *menu option. The* ***Approval Date*** *field is editable on this tab to accommodate legacy data that might require date entry or situations where the approval authority is not using ASAT.*

Enter the Rank and the Position for each approver as it should appear on the lesson plan.

> ***Tip:*** *If the school field on the* ***Lesson Data*** *tab is empty, a lesson plan will not display using the* ***Lesson Plan Approval*** *menu option.*

Back to Main Tabs

Use this to close the **Administrative Data** tab and return to the main lesson tabs.

6.8.2.6 Introduction Tab

The **Introduction** tab (Figure 6-140) opens another series of six tabs. The information within the tabs is used to develop the introduction for the lesson. It should provide a framework for the lesson for both the students and instructors. The POI Report uses all of the information on this tab.

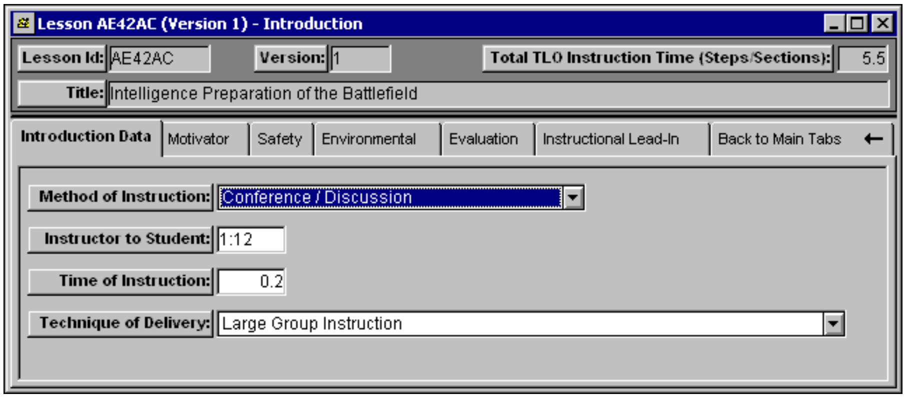


Figure 6-140: Introduction Tab Folder

Introduction Data Tab

The following fields are displayed on this **detail** data tab:

Field	Description
Method of Instruction	Use the drop-down list to select the method used in the presentation of instruction ***Note:*** For information on the Method of Instruction see App. H-1, TR 350-70. The default entry for new lesson plans is *Conference/Discussion*, which can be edited. ***WARNING:*** *Academic hours are displayed by MOI on a lesson plan. If this field is left blank, time entered in the* ***Time of Instruction*** *field will not be calculated and displayed in the* ***Academic Hours*** *section of the lesson plan. (****NOTE:*** *This is not the same as Technique of Delivery.)*
Instructor to Student	Enter the instructor to student ratio required for the lesson introduction. Appendix H-1, TR 350-70, provides assistance in developing this ratio.
Time of Instruction	Enter the time required for the lesson introduction expressed as hours and tenths of hours. To convert minutes to tenths of an hour use the table below. It is based on a 50-minute hour to account for hourly breaks. **MINUTES** **HOURS** 1 - 5 .1 6 - 10 .2 11 - 15 .3 16 - 20 .4 21 - 25 .5 26 - 30 .6 31 - 35 .7 36 - 40 .8 41 - 45 .9 46 - 50 1.0 (full hour) Example: 1 hour and 10 minutes would be entered as 1.2.
Technique of Delivery	Select the means of conveying or delivering the introduction. Use the scroll bar to find the desired delivery technique. The selection is displayed in the **Media** field on the lesson plan. The default entry for new lesson plans is *None*. For information on the Technique of Delivery, refer to App H-2, TR 350-70.

Motivator Tab

This **RTF Edit** tab allows you to create a short motivational introduction to the lesson. Refer to section 9.10 for **Rich Text Format** tab procedures. It can be a discussion, short demonstration, or videotape that should:

- Provide relevance and significance to the lesson.
- Gain student interest and focus the student on what they are to learn.
- Explain why the student needs to perform the learning objective and the consequences of nonperformance.
- Explain the actual job or battlefield conditions that make mastering the terminal learning objective essential for the soldier.

> ***Note:*** *If data is entered on this tab prior to the addition of a PE record, this* ***Introduction/Motivator*** *tab data will automatically fill the* ***Practical Exercise/Motivator*** *tab upon creation of the PE record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.10 for an explanation of* ***Practical Exercise/Motivator*** *tab.*

Safety Tab

Enter safety notes for the lesson. Identify the general safety factors and requirements for the lesson. If the lesson contains a practical exercise that involves equipment, chemicals, or potential hazards, the safety requirements must be identified in the lesson. Refer to section 9.10 for **Rich Text Format** tab procedures. *Use instructor notes to make specific safety comments throughout the lesson*.

> ***Note:*** *If data is entered on this tab prior to the addition of a PE record, this* ***Introduction/Safety*** *tab data will automatically fill the* ***Practical Exercise/Safety*** *tab upon creation of the PE record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.10 for an explanation of* ***Practical Exercise/Safety*** *tab.*

Environmental Tab

Develop environmental notes for the lessons that are applicable to your specific training location or installation. Identify the general environmental factors and considerations. Environmental factors should address the training situation and actual task performance, and focus on protecting the environment in which the students train and perform their jobs, not on how the environment affects the performance of the task. Use instructor notes to make specific comments at appropriate points in the lesson. Refer to section 9.10 for **Rich Text Format** tab procedures.

> ***Tip:*** *For information on environmental considerations to take into account during training development see TR 350-70, Chap.I-2.*

> ***Note:*** *If data is entered on this tab prior to the addition of a PE record, this* ***Introduction/Environmental*** *tab data will automatically fill the* ***Practical Exercise/Environmental*** *tab upon creation of the PE record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.10 for an explanation of* ***Practical Exercise/Environmental*** *tab.*

Evaluation Tab

The **Evaluation** tab allows you to create a statement describing how, when, and where performance of the lesson TLO will be evaluated. Provide the length of the test or exercise and identify the minimum passing score. Remember, this is part of the introduction to the lesson, so it will contain *general* information about the evaluation. Specific information concerning tests and practical exercises will be input in other areas. Refer to section 9.10 for **Rich Text Format** tab procedures.

> ***Note:*** *If data is entered on this tab prior to the addition of a PE record, this* ***Introduction/Evaluation*** *tab data will automatically fill the* ***Practical Exercise/Evaluation*** *tab upon creation of the PE record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.10 for an explanation of* ***Practical Exercise/Evaluation*** *tab.*

Instructional Lead-In Tab

Used to type in a brief lead-in statement for the lesson. This statement should tie the TLO to previous learning or student experiences and lead into the actual presentation. Refer to section 9.10 for **Rich Text Format** tab procedures.

> ***Note:*** *If data is entered on this tab prior to the addition of a PE record, this* ***Introduction/Instructional Lead-In*** *tab data will automatically fill the* ***Practical Exercise/Instructional Lead-In*** *tab upon creation of the PE record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.10 for an explanation of* ***Practical Exercise/Instructional Lead-In*** *tab.*

Back to Main Tabs

Use this to close the **Introduction** tab and return to the main lesson tabs.

6.8.2.7 Terminal Learning Objective Tab

The **Terminal Learning Objective** tab (Figure 6-141) opens the following six detail tabs that allows the user to develop the Terminal Learning Objectives, Enabling Learning Objectives (if applicable), and Learning Steps and Activities that comprise the *Presentation* section of a lesson plan.

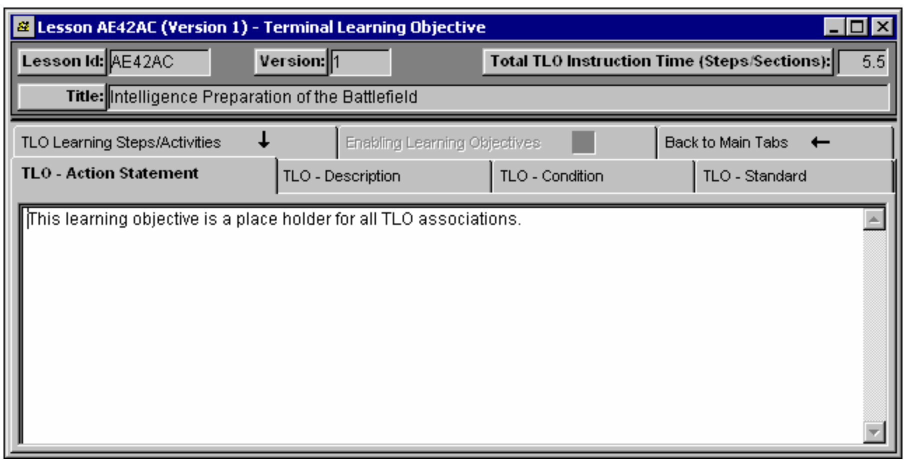


Figure 6-141: Terminal Learning Objective Tab Folder

TLO-Action Statement Tab

Create the lesson terminal learning objective action statement with this **block** data tab. Begin the statement with a single action verb that states exactly what the student will do (performance oriented) to demonstrate competency at the end of the lesson. The action should be observable and measurable. If you need help finding the right verb to use, see App D, TR 350-7 for more information on verbs for use in action statements.

> ***Note:*** *If task information has been copied using the* ***Administrative Data/Individual Tasks Taught, Individual Tasks Supported*** *or* ***Collective Tasks Taught, Collective Tasks Supported*** *tab copy option, the copied task ID and action statement is entered automatically. The* ***Task Id*** *is entered as a reference point only and should be deleted when the lesson plan is finalized. The action statement can be edited as required. Refer to section 6.8.2.5 for an explanation of the individual tasks taught copy option.*

TLO-Description Tab

This tab is a **block** data tab used to enter a description or summary of the Lesson or TLO. Information entered here displays at the beginning of the lesson in the Software User's Manual (SUM) Report used by the Intel-Fusion developers.

TLO-Condition Tab

Create the lesson terminal learning objective condition statement with this **RTF Edit** tab type. Include anything that will impact on the student's performance of the objective to include environment, equipment, manuals, assistance, and/or supervision requirements. It should be written to training conditions, not wartime conditions. Conditions should approximate projected operational environments to the closest extent possible and relate to the action only. Ensure the conditions are appropriate for the TLO action statement. Refer to section 9.10 for **Rich Text Format** tab procedures.

> ***Note:*** *If task information has been copied using the* ***Administrative Data/Individual Tasks Taught, Individual Tasks Supported*** *or* ***Collective Tasks Taught, Collective Tasks Supported*** *tab copy option, the copied task condition is entered automatically. The condition can be edited as required. Refer to section 6.8.2.5 for an explanation of the individual tasks taught copy option.*

TLO Standard Tab

Create the lesson terminal learning objective standards statement with this **RTF Edit** tab type. It should clearly state the criteria for the action statement in observable and measurable terms. The standard identifies how well, completely, or accurately a process must be performed or a product must be produced. Express *product* standards in terms of accuracy, tolerance, completeness, format, clarity, allowable errors, or quantity. Express *process* standards in terms of sequence, completeness, or speed. The statement should be designed to minimize subjectivity during evaluation. Refer to section 9.10 for **Rich Text Format** tab procedures.

> ***Note:*** *If task information has been copied using the* ***Administrative Data/Individual Tasks Taught, Individual Tasks Supported*** *or* ***Collective Tasks Taught, Collective Tasks Supported*** *tab copy option, the copied task condition is entered automatically. The standard can be edited as required. Refer to section 6.8.2.5 for an explanation of the individual tasks taught copy option.*

TLO Learning Steps / Activities Tab

The **TLO Learning Steps/Activities** tab is an **insert** tab that allows the user to enter, view, edit, or delete learning step/activity information to support the TLO. Using the **Data/Copy Record** menu option (Figure 6-142) you can also copy a step from this lesson plan to another lesson plan or into the current lesson plan. Enter the Lesson Id, Version, ELO Id, and/or Step Id and click the **List** button to view the learning steps in the selected lesson.

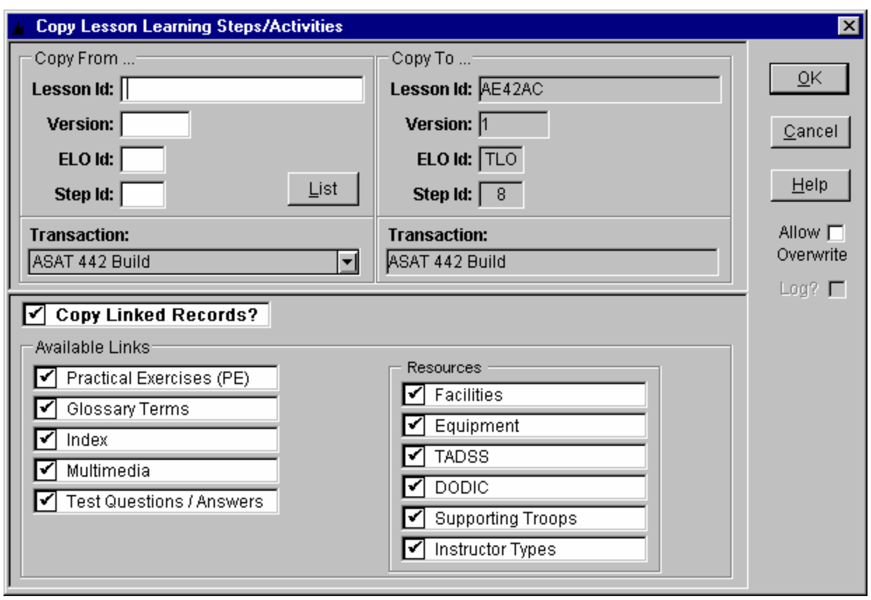


Figure 6-142: Copy Lesson Learning Steps/Activities

Use this tab only if you have no Enabling Learning Objectives (ELOs). If you add or insert a learning step/activity here, you will notice that the **Enabling Learning Objectives** tab turns gray indicating that the tab is inactive.

Tip: *Once data is entered on this tab, you will not be able to enter ELO data. If you decide later that ELOs are needed, you can move all of the TLO steps to an ELO. While on the* ***TLO Steps/Activities*** *tab, the steps can be moved to an ELO by using the* ***Data/Move Steps to ELO*** *menu option.*

Note: *If task steps have been copied using the* ***Administrative Data/Individual Tasks Taught, Individual Tasks Supported*** *or* ***Collective Tasks Taught, Collective Tasks Supported*** *tab copy option, the copied steps (i.e., 1, 2, 3) are entered automatically. The steps can be edited as required. Refer to section 6.8.2.5 for an explanation of the tasks copy function.*

To enter steps, click the **Insert Record** toolbar button  or select the **Data** menu and choose **Insert Record**. Type the step number that indicates the sequential teaching order of steps. Type the learning step/activity name in the **Title** block. An inserted record displays above the current cursor position.

Tip: *The steps can be quickly sorted in numerical order by double-clicking in the* ***Step#*** *column header.*

Reminder: *To reflect Practical Exercise or Test times in the Academic Hours section of Section I: Administrative Data of a lesson plan, a step must be entered. On the* ***Step/Activity Data*** *tab, select* ***Practical Exercise*** *or* ***Test*** *as the* ***Method of Instruction*** *and enter the appropriate time.*

You can edit the step number and/or title by clicking on the appropriate field and typing in the changes. For example, to reverse the sequence of two steps, change the step numbers and then re-sort by double-clicking on the **Step #** column header. To delete a selected step, click the **Delete Current Record** toolbar button  or choose the **Data** menu and select **Delete Record**.

Menu option **Data/Renumber Steps** can be used to renumber steps when a step has been deleted or duplicate numbers exist.

Tip: *The* ***Renumber Steps*** *option leaves the steps as currently displayed on the screen and renumbers then in sequential order. A quick sort may be needed to place the steps in numerical order before using this menu option.*

Once you have created a new learning step/activity, select the **Data** menu and choose **Related Data** or click the **Related Data** toolbar button  to move into the *Learning Steps/Activities* screens. Refer to *Enabling Learning Objectives, Learning Steps/Activities* described later in this section.

Enabling Learning Objectives Tab

The **Enabling Learning Objectives** tab (Figure 6-143) is a **drill-down** tab that allows you to enter Enabling Learning Objectives (ELOs) for the lesson. You can also copy an ELO from this screen to another lesson or into the current lesson plan by using menu option **Data/Copy Record** after selecting an ELO. The "copy from" lesson selection cannot contain TLO steps since a lesson cannot contain both ELO and TLO steps. The **Copy Record** function can also be used to copy steps from one ELO to another ELO in the same course. This allows you to move Steps between ELOs. For example, Steps 3 and 4 in ELO A could be copied to become Steps 1 and 2 in ELO B then deleted from ELO A. This would create 2 ELOs with 2 steps each instead of one ELO with 4 steps.

Note: *You cannot use this screen if you have used the* ***TLO Learning Steps/Activity*** *tab. If you decide that ELOs are needed after entering TLO Step/Activity data, you can move the TLO steps to an ELO by using the* ***Data/Move Steps to ELO*** *menu option while on the* ***TLO Steps/Activities*** *tab. All information will be moved to ELO A. Notice that when you add ELOs on this screen, the* ***TLO Learning Steps/Activities*** *tab becomes gray, indicating that it is inactive.*

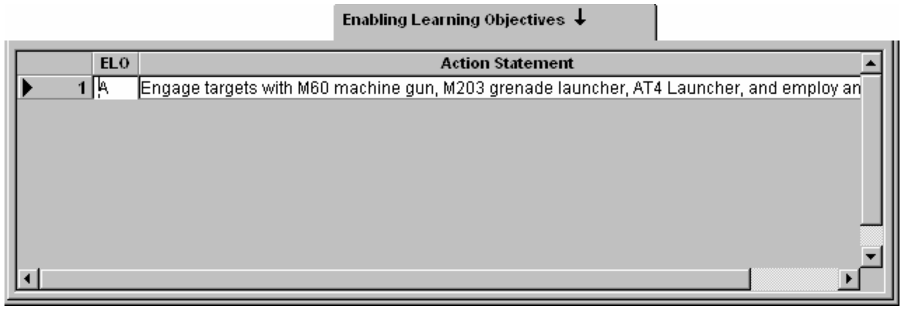


Figure 6-143: Enabling Learning Objectives Tab

> ***Note:*** *If task information has been copied using the* ***Administrative Data/Individual Tasks Taught, Individual Tasks Supported*** *or* ***Collective Tasks Taught, Collective Tasks Supported*** *tab copy option, the copied Task ID and action statement is entered automatically. The Task ID is entered as a reference point only and should be deleted when the lesson plan is finalized. The action statement can be edited as required. Refer to section 6.8.2.5 for an explanation of the individual tasks taught copy option.*

To enter a new ELO, click on the **Insert Record** toolbar button or choose the **Data** menu and select **Insert Record**. The fields will turn white, as shown in Figure 6-143. Use a single alphabetic character as the ELO ID and type in the ELO action statement. An inserted record displays above the current cursor position.

> ***Tip:*** *The ELOs can be quickly sorted in alphabetical order by double-clicking in the* ***ELO*** *column header.*

You can edit the ELO and/or Action Statement by clicking on the appropriate field and typing in the changes. For example, to reverse the sequence of two ELOs, change the letters and then re-sort by double-clicking on the **ELO** column header. To delete a selected ELO, click the **Delete Current Record** toolbar button or choose the **Data** menu and select **Delete Record**.

Once you have created a new ELO, choose the **Data** menu and select **Related Data** or click the **Related Data** toolbar button to access the additional tabs for further ELO development.

> ***Note:*** *The action statement you type here will carry over to the* ***ELO Detail*** *tab folders shown on the following window.*

Figure 6-144: ELO Tab Folder

The tab folder options are described as follows:

- **ELO Data Tab**

The action statement transfers from the first ELO screen to this screen. The **System Help Id** field identifies the Help Id to be contained within embedded software (used by embedded software system developers only.) The system Help Id information can be entered on this screen or copied when individual task information was copied into the lesson plan. This information comes from the **Individual Task Data** tab. Both fields are editable.

The data in the upper portion of the window will change to reflect your editing when you save the record. Choose the **File** menu option and select **Save** or choose the **Save Data** toolbar button .

> ***Note:*** *If you change a field on this screen and then return to the previous screen, it may appear as though your change did not register. Simply refresh your screen by choosing the* ***File*** *menu and select* ***Refresh*** *or click the* ***Refresh Data*** *toolbar button* .

- **Description Tab**

This tab is a **block** data tab used to enter a description or summary of the Lesson or TLO. Information entered here displays at the beginning of the lesson in the Software User's Manual (SUM) Report used by the Intel-Fusion developers.

- **Condition Tab**

Edit or create the Enabling Learning Objective condition statement with this tab. Include anything that will impact on the student's performance of the objective to include environment, equipment, manuals, assistance, and/or supervision requirements. It should be written to training conditions, not wartime conditions. Conditions should approximate projected operational environments to the closest extent possible and relate to the action only. Ensure the conditions are appropriate for the ELO action statement. Refer to section 9.10 for **Rich Text Format** tab procedures.

> ***Note:*** *If a task condition has been copied using the* ***Administrative Data/Individual Tasks Taught, Individual Tasks Supported*** *or* ***Collective Tasks Taught, Collective Tasks Supported*** *tab copy option, the copied task condition is entered automatically. The condition can be edited as required. Refer to section 6.8.2.5 for an explanation of the Task Taught* ***Copy*** *option.*

- **Standard Tab**

Edit or create the Enabling Learning Objective standard statement. It should clearly state the criteria for the action statement in observable and measurable terms. The standard criteria identify how well, completely, or accurately a process must be performed or a product must be produced. Express *process* standards in terms of sequence, completeness, or speed. Express *product* standards in terms of accuracy, tolerance, completeness, format, clarity, allowable errors, or quantity. The statement should be designed to minimize subjectivity during evaluation. Refer to section 9.10 for **Rich Text Format** tab procedures.

> ***Note:*** *If a task standard has been copied using the* ***Administrative Data/Individual Tasks Taught, Individual Tasks Supported*** *or* ***Collective Tasks Taught, Collective Tasks Supported*** *tab copy option, the copied task standard is entered automatically. The standard can be edited as required. Refer to section 6.8.2.5 for an explanation of the Task Taught* ***Copy*** *option.*

- **Check on Learning Tab**

The **Check on Learning** tab allows you to edit or create specific questions to gauge the students' performance and determine if students have learned the material presented. The questions should solicit student explanations and cause follow-on questions from students. Refer to section 9.10 for **Rich Text Format** tab procedures.

> ***Note:*** *Upon creation of an ELO, the following statement is entered automatically:* Conduct a check-on-learning and summarize the ELO. *It can be edited as required. If the statement is cleared or blanked out, a blank* ***ELO Check on Learning*** *note will display on the Lesson plan report.*

- **Glossary Tab**

The **Glossary** tab is a picklist tab used to link the selected glossary terms to the record shown in the header. The **Term**, **ELO (Step)**, and **Definition** fields are view-only. Additions or deletions to the general glossary listing can be made at the Glossary Support table in the **General** section of the **Support** Module.

Click the **View All** or **View Not Linked** button to display a list of terms and definitions. Double-click in the term column to link a term to the individual task.

> ***Note:*** *The **ELO Step** column displays whether the glossary item is linked at the ELO or step/activity level.*

Information linked on this tab displays in the *Abbreviations* section of the Software User's Manual (SUM) Report.

- **Index Tab**

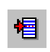
The **Index** tab is an **insert** tab used to enter words or phrases to create an index to link to embedded software. Information entered here displays in the *Index* section of the Software User's Manual (SUM) Report used by the Intel-Fusion developers.

> ***Note:*** *The **ELO/TLO Step** column displays if the index entry is lined at the ELO or TLO level.*

- **Learning Steps/Activities Tab**

The **Learning Steps/Activities** tab allows you to enter, view, edit, or delete learning step/activity information to support the ELO. Using the **Data/Copy Record** menu option, you can also copy a step within a lesson or from this lesson plan to another lesson plan.

> ***Note:*** *If task steps have been copied using the **Administrative Data/Individual Tasks Taught, Individual Tasks Supported** or **Collective Tasks Taught, Collective Tasks Supported** tab copy option, the copied steps (i.e. 1, 2, 3) are entered automatically. The steps can be edited as required. Refer to section 6.8.2.5 for an explanation of the task taught copy option.*

To enter steps, click the **Insert Record** toolbar button  or choose the **Data** menu and select **Insert Record**. Type the step number that indicates the sequential teaching order of steps. Type the learning step/activity name in the **Title** block. An inserted record displays above the current cursor position. ***Tip:*** *The steps can be quickly sorted in numerical order by double-clicking in the **Step#** column header.*

You can edit the step number and/or title by clicking on the appropriate field and typing in the changes. For example, to reverse the sequence of two steps, change the step numbers and then re-sort by double-clicking on the **Step#** column header. To delete a selected step, click the **Delete Current Record** toolbar button  or choose the **Data** menu and select **Delete Record**.

The **Data, Renumber Steps** option can be used to renumber steps when a step has been deleted or duplicate numbers exist.

> ***Tip:*** *The **Renumber Steps** option leaves the steps as currently displayed on the screen and renumbers them in sequential order. A quick sort may be needed to place the steps in numerical order before using this menu option.*

Once you have created a new Learning Step/Activity, choose the **Data** menu and select **Related Data** or choose the **Related Data** toolbar button  to move into the **Learning Steps/Activities** tab folder, shown as follows:

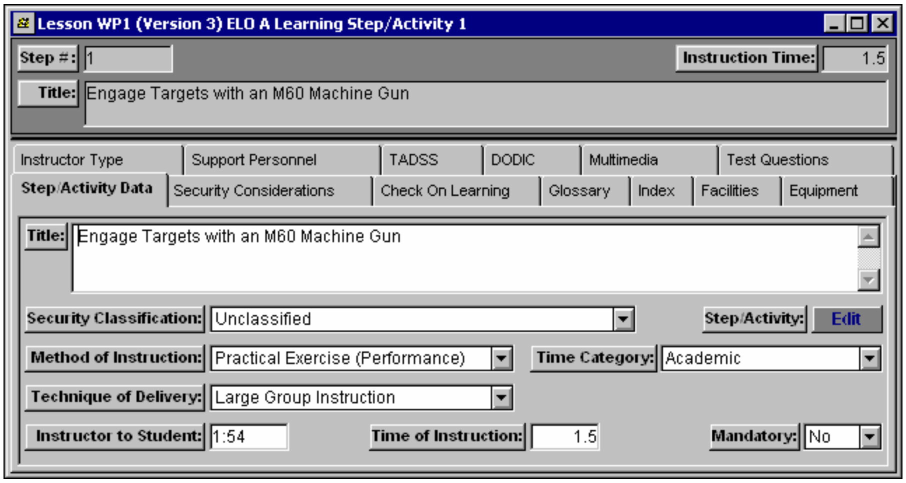


Figure 6-145: Step/Activity Tab Folder

The tab folders for Learning Step/Activities are described as follows:

- **Step/Activity Data Tab**

Learning steps/activities are the actions the student must learn in order to perform the supported objective to the established standard. The *Learning Steps/Activities* screen allows you to edit or enter data into specific fields.

Field	Description
Title	The Step Activity Title transfers from the *Learning Steps/Activities* screen to this field. If you edit the title within the block tab field of the *Step/Activity Data* screen, the title in the upper portion of the screen will reflect the change when you save the record by using the **Update the Database** toolbar button or by choosing menu option **File** and selecting **Save**. ***Tip:*** *If you change the title on this screen and then return to the previous screen, it may appear that your change did not register on the Learning/Step Activity screen. Simply refresh your screen using the* ***Refresh Current Data*** *toolbar button or by choosing menu option* ***File*** *and selecting* ***Refresh****.*
Security Classification	Select the security classification that is pertinent to the learning step/activity. Scroll down the selection list and choose the desired security classification. ***Note:*** *The field is used to determine the security level of the lesson plan. The Security Level displayed in the* ***Clearance Access*** *block of a lesson plan is the highest level of security identified for a step/activity in the lesson plan.*
Step/Activity	Click on the **Step/Activity Edit** button to edit or create in the RTF Edit window the actual instructions to the instructor explaining how to present the material, and the sequential order of presentation. Refer to section 9.10 for details on RTF Edit windows. ***Note:*** *If task steps have been copied using the* ***Administrative Data/Individual Tasks Taught, Individual Tasks Supported*** *or* ***Collective Tasks Taught, Collective Tasks Supported*** *tab copy option, the copied steps (i.e. a, b, c) are entered automatically. The steps can be edited as required. Refer to section 6.8.2.5 for an explanation of the task taught copy option.*

Field	Description
Method of Instruction	Select the technique used in presenting the learning step/activity. Scroll down the selection list and choose a Method of Instruction. The default entry for new lesson plan records is *Conference/Discussion*, which can be edited. ***WARNING:*** *Academic hours are displayed by MOI on a lesson plan. If this field is left blank, time entered in the* ***Time of Instruction*** *field will not be calculated and displayed in the Academic Hours section of the lesson plan. Scroll down the selection list and choose a* ***Method of Instruction****. For information on MOI, see App. H-1, TR 350-70.*
Technique of Delivery	Select the means of conveying or delivering information. Scroll down the selection list and choose a delivery technique. The selection is displayed in the **Media** field on the lesson plan. The default entry is *None*, which can be edited. For information on Techniques of Delivery see App. H-2, TR 350-70.
Instructor to Student	Enter the instructor to student ratio required for the lesson. For assistance in determining a proper instructor to student ratio for the Method of Instruction selected, see the extract App. H, TR 350-70.
Time of Instruction	Enter the time required for the learning step/activity expressed as hours and tenths of hours. To convert minutes to tenths of an hour, use this table: **MINUTES** — **HOURS** 1 - 5 — .1 6 - 10 — .2 11 - 15 — .3 16 - 20 — .4 21 - 25 — .5 26 - 30 — .6 31 - 35 — .7 36 - 40 — .8 41 - 45 — .9 46 - 50 — 1.0 (full hour) Example: 1 hour and 10 minutes would be entered as 1.2.
Mandatory	Select either *Yes* or *No* for the mandatory status of the learning steps/activities. The status indicates if the step/activity is or is not mandated by regulation, DA, or TRADOC directives.

- **Security Considerations Tab**

The **Security Considerations** tab allows you to create or edit specific security information about the learning step/activity. Include such things as special room requirements and whether or not foreign students may attend the training. If there are no special requirements include the statement, "There are not clearance or access requirements for the lesson."

> ***Note:*** *If no entries are made in this field for the highest security classification identified for any step in the lesson, the statement above will display automatically on the lesson plan report. The information entered on this screen is used in conjunction with the* ***Security Classification*** *field on the* ***Step/Activity Data*** *tab. The Security Level displayed in the* ***Clearance Access*** *block of a lesson plan is the highest level of security identified for a step/activity in the lesson plan. Information entered in the Security Considerations window is displayed in the* ***Requirements*** *entry in the* ***Clearance Access*** *block on a lesson plan. All entries linked to the highest security level identified for the lesson are displayed on the lesson plan report.*

- **Check on Learning Tab**

The **Check on Learning** tab allows you to create or edit specific questions to gauge the student's performance and determine if students have learned the material presented in the step/activity. The questions should solicit student explanations and cause follow-on-questions from other students. Refer to section 9.10 for RTF Edit tab procedures.

> ***Note:*** *Upon creation of a Step/Activity, the following statement is entered automatically on this tab:* Conduct a check of learning and summarize the learning activity. *It can be edited as required. If the tab is cleared or blanked out, the word "NOTE" (which is followed by information entered on this tab) will NOT display on the lesson plan report.*

- **Glossary Tab**

The **Glossary** tab is a **picklist** tab used to link the selected glossary terms to the record shown in the header. The **Term** and **Definition** fields are view-only. Additions or deletions to the general glossary listing can be edited through the Glossary Support table in the **General** section of the **Support** Module.

Click the **View All** or **View Not Linked** button to display a listing of terms and definitions. Double-click in the term column to link a term to the individual task.

Information linked on this tab displays in the *Abbreviations* section of the Software User's Manual (SUM) Report.

- **Index Tab**

The **Index** tab is an **insert** tab used to enter words or phrases to create an index to link to embedded software. Information entered here displays in the *Index* section of the Software User's Manual (SUM) Report used by the Intel-Fusion developers.

- **Instructor Types Tab**

The **Instructor Types** tab is a picklist tab that allows you to select or link the type of instructor(s) required for the learning step/activity.

Click on the **View All** button to display all Instructor types listed in the Instructor Type support table maintained in the **Support** Module of ASAT. Use the **picklist** to link the appropriate instructor type to the step/activity. Refer to section 9.4.1.3 for information on using picklist tabs.

To link an Instructor type to a step, double-click on an instructor type not currently linked.

> ***Tip:*** *When linking using the picklist tab, place the cursor anywhere in the record being linked except in the far left column. Double-clicking in the far left on many screens takes you to the detail tabs for that record.*

When an Instructor Type record is linked, the **Quantity** field in the record will turn white indicating that data may be entered or edited. Type in the quantity required for the instructor type selected. To unlink an instructor type, double-click on one of the fields in the linked record.

- **Support Personnel Tab**

The **Support Personnel** tab allows the user to link the support personnel required for the learning step/activity. Support personnel may include aggressor forces, medical personnel, etc. that are required to support training. Scroll to the right to access additional fields.

Click on the **View All** button to display all Support personnel listed in the Support Personnel Table maintained in the **Support** Module of ASAT. Use the picklist to link the appropriate support personnel to the step/activity. Refer to section 9.4.1.3 for information on use of picklist tabs.

The **Support Personnel** and **MPCC** fields are not editable on this screen. Modifications to these fields must be made on the Support Personnel Table. The **MPCC** field identifies the Military Personnel Category Code (Enlisted, Officer, Warrant Officer, All Army, or Civilian) of the personnel required. It is selected upon entry of the support personnel type into the Support Personnel Table in the **Support** Module to ASAT.

To link support personnel to a step, double-click on support personnel not currently linked.

> ***Tip:*** *When linking using the* ***picklist*** *tab, place the cursor anywhere in the record being linked except in the far left column. Double-clicking in the far left on many ASAT screens takes you to the detail tabs for that record.*

When a support personnel record is linked, the following three fields in the record will turn white, indicating that data may be entered or edited. The **Quantity** field is used to enter the number of support personnel required to support the training. The **Man-hours** field is used to identify how many man-hours will be required from each support person identified for the training. The **Remarks** field is used to document specific information that is pertinent to the support personnel (e.g., Medics require ambulances.)

To unlink support personnel, double-click on one of the fields in the linked record.

- **TADSS Tab**

The **TADSS** tab allows you to link Training Aids, Devices, Simulators, and Simulations (TADSS) to the learning step/activity. Scroll to the right to access additional screens.

To link a TADSS to the lesson step, click on the **View All** button, which brings up the *Specify Filter Criteria for TADSS* screen. The filter criteria for TADSS are listed below with an explanation of each in terms of the resulting list of TADSS. Refer to section 9.2, Hierarchical Tree Filter, for further information on filters.

The following fields are available to be filtered:

Filter	Description
Collective Tasks	Shows TADSS linked to selected collective tasks.
Drill Tasks	Shows TADSS linked to selected drill tasks.
Individual Tasks	Shows TADSS linked to selected individual tasks.
Lessons	Shows TADSS linked to selected lessons.
Point of Contact (POC)	Shows TADSS linked to selected point of contacts.
Product Proponents	Shows TADSS linked to selected product proponents.
Schools	Shows TADSS linked to selected schools.
Supporting Products	Shows TADSS linked to selected products as supporting products.
TADSS Product Types	Shows TADSS linked to selected product type.
User Groups	Shows TADSS linked to selected user groups.

Indicate your filter preference to bring up a listing of TADSS from which to select. To link TADSS to a step, double-click on a TADSS not currently linked.

When a TADSS is linked, the **Quantity**, **Support?**, and **Item Substituted For** fields in the record will turn white indicating that data may be entered or edited. Type in the quantity of TADSS required for the learning step/activity in the **Quantity** field. Select *Yes* or *No* on the drop-down list in the **Support** field to indicate if the training product is/is not required for use by support personnel. Use the **Item Substituted For** field to identify the item the TADSS is replacing. TADSS information will display in the *Equipment Required for Instruction* portion of the *Administrative Data* section of a lesson plan report.

If you require more information about a TADSS to determine your selection, highlight the TADSS then select menu option **Data** then choose **Related Data** or click on the **Related Data** button on the toolbar. You can also double-click on the desired lesson in the far left column. The **TADSS** tab screen will display. Refer to section 9.4.1.3 for information on using picklist tabs.

> ***Tip:*** *Double-clicking in the record itself will unlink a linked TADSS! To unlink a TADSS, double-click on one of the fields in the linked record.*

- **DODIC Tab**

The DODIC record allows you to identify types and quantity of ammunition required for the Learning Step/Activity. Scroll to the right to access additional fields.

Using the **picklist**, link the desired DODIC to the learning step/activity. Once you select it, the fields for **Student Qty**, **Instructor Qty**, and **Support** at the right will turn white, indicating that you can enter data in them.

Enter the quantity of ammunition required for each student in the **Student Qty** field, and the quantity ammunition required instructor use in the **Instructor Qty** field. If ammunition is required for support of the training, include the quantity needed with the instructor quantity and select *Yes* from the drop-down list in the **Support** field.

To unlink a DODIC, double-click on one of the fields in the linked record. Refer to section 9.4.1.3 for information on using **picklist** tabs.

- **Facilities Tab**

The **Facilities** tab allows you to link facilities (e.g., classrooms, hangars, airdrop zone, etc.) that are required for training the learning steps/activities. Scroll to the right to access additional fields.

Click on the **View All** button to display all facilities listed in the **Training Facilities** support table maintained in the **Support** Module of ASAT. Choose menu option **View** and then **Find Text** or choose the **Find Text** toolbar button to search for a particular Facility ID or title.

> ***Tip:*** *To speed up the search process, go to the first record in the list and click in the column being searched prior to initiating the search.*

To link a facility to a step, double-click on a facility not currently linked.

When a facility is linked, the **Qty** and **Duration** fields in the record will turn white indicating that data may be entered or edited.

In the **Qty** field, enter the quantity of that type of facility required for training.

In the **Duration** field, enter the amount of time (in tenths of an hour: see the following table) a facility will be required for the learning step/activity.

To convert minutes to tenths of an hour use this table:

MINUTES	HOURS
1 - 5	.1
6 - 10	.2
11 - 15	.3
16 - 20	.4
21 - 25	.5
26 - 30	.6
31 - 35	.7
36 - 40	.8
41 - 45	.9
46 - 50	1.0 (full hour)

Example: 1 hour and 10 minutes would be entered as 1.2.

In the **Unit of Measure** field, select from the drop-down list box how the facility is measured.

To unlink a facility, double-click on one of the fields in the linked second. Refer to section 9.4.1.3 for information on **picklist** tabs.

- **Equipment Tab**

The **Equipment** tab allows the user to identify the equipment (materiel items) required for the learning step/activity. Scroll to the right to access additional fields.

Click on the **View All** button to bring up the *Specify Filter Criteria for Equipment* screen. Refer to section 9.2, Hierarchical Tree Filter, for further information on selecting, saving, and loading filters. Indicate your filter preference to display equipment listed in the Equipment (materiel item) support table maintained in the **Support** Module of ASAT.

Choose menu option **View**, then **Find Text** or choose the **Find Text** toolbar button to search for a particular LIN or equipment name.

> ***Tip:*** *To speed up the search process, go to the first record in the list and click in the column being searched prior to initiating the search. To link equipment to a step, double-click on equipment not currently linked. Refer to section 9.4.1.3 for information on using picklist tabs.*

When equipment is linked, the following fields in the record will turn white indicating that data may be entered or edited.

In the **Qty** field, enter the number of equipment item(s) required for the learning step/activity. ***Note:*** In the Equipment (Materiel Item) support table, equipment is identified as *Expendable* or *Non-Expendable*. On a lesson plan report in the **Administrative Data/Equipment Required for Instruction** portion, the step quantities for like expendable equipment are added together. For Non-Expendable equipment, the highest quantity entered for like items on any step in the lesson plan is displayed.

> ***Note:*** *The Expendable/Non-Expendable designation is maintained for each equipment record in the Equipment Support table.*

In the **Support** field select *Yes* or *No* on the drop-down list to indicate if an equipment item(s) is used to support the training of the learning step/activity or is required for the actual training. For example, if you are training medics on how to transport patients in an ambulance, you need an ambulance to train the task. If, on the other hand, you are conducting range firing and need an ambulance on site, the ambulance is for support.

In the **Student Ratio** field enter the equipment to student ratio (i.e., one howitzer for every six students would be 1:6).

In the **Critical** field, indicate whether or not an equipment item is critical to training or to support the learning step/activity.

Enter the **OPTEMPO Duration** (in tenths of an hour, see table), and/or **OPTEMPO Distance** (in miles) for equipment use during the learning step/activity.

> ***Note:*** *Do not include the time/distance needed to get the item of equipment to the training location.*

To convert minutes to tenths of an hour, see the table that follows.

MINUTES	HOURS
1 - 5	.1
6 - 10	.2
11 - 15	.3
16 - 20	.4
21 - 25	.5
26 - 30	.6
31 - 35	.7
36 - 40	.8
41 - 45	.9
46 - 50	1.0 (full hour)

Example: 1 hour and 10 minutes would be entered as 1.2.

Use the **Remarks** field to make any additional comments about the equipment.

To unlink equipment, double-click on one of the fields in the linked records.

- **Multimedia Tab**

The **Multimedia** tab is a **picklist** tab that allows the user to link multimedia objects at the lesson learning step/activity level. Multimedia objects linked on this tab fall into two categories: PowerPoint slides and Handouts (which display in lesson plan appendices A and D respectively) or graphics/pictures (which display in the text of the learning step/activity.)

> ***NOTE:*** *Graphic files with the following extensions will display in the step/activity text when linked using the procedures listed as follows in Linking Graphics (Pictures) to Display in Lesson Plan Step/Activity Text: BMP, CDR, CGM, DRW, DXF, EPS, GIF, JPG, PCD, PCT, PCX, TGA, TIF AND WPG. PowerPoint slides will not display in the text.*

Differences in the linking procedures for the two categories are indicated below. Both types of links can be made on the same multimedia tab.

Click on the **View All** button to display the *Specify Filter Criteria for Multimedia* screen. Refer to section 7.2.11, Multimedia, for an explanation of the *Multimedia* filter. Select a filter and click on the **OK** button to display a list of multimedia objects. ***NOTE:*** The *Extension* filter lists by file extension the types of files that are available in your Multimedia Support table. A blank extension entry indicates that at least one multimedia record does not include a file. The screen displays the **Multimedia ID**, **Name**, and **Extension** fields as found in the Multimedia Data table in the **Support** Module of ASAT.

> ***Tip:** To assist in your selection, multimedia can be viewed while on this screen. Position your cursor in the multimedia record. Then select the **Data** menu and choose the **View/Edit Multimedia Data** menu option or choose the **View/Edit Multimedia** toolbar button .*

Double-click in the **Multimedia Name** column to link a multimedia object to the step/activity.

Once linked, the **Sequence**, **Step Multimedia ID**, and **Step Multimedia Title** fields for the linked media will turn white indicating that information can be entered or edited. Scroll to the right to view these fields.

Field	Description
Multimedia Name	Displays the name of the multimedia.
Extension	Displays the extension identifier of the multimedia.
School	Displays the school identification.

Category 1: PowerPoint Slides and Handouts

Sequence:	Identify the order in which the items will be used within the learning step/activity. ***TIP:** If you enter sequence numbers and the display is not in numerical order, you can resequence the display by double-clicking on the **Sequence** column heading.*
Step Multimedia ID:	Identify the item as a viewgraph or a handout. The ID will display with the item in the appendix when the RTF report is viewed or printed. IDs that begin with the word *Viewgraph*, *Vugraph*, or *VGT* in this field will be included in Appendix A, Viewgraph Masters, of the lesson plan/TSP report. IDs that begin with the word *Handout* will be included in the Handouts in Appendix D.
Step Multimedia Title:	Provide a title for the viewgraph or handout. It will display in the appendix when the lesson plan RTF report is viewed or printed.

> ***TIP:** When entering viewgraph items in the table, enter each slide/VGT as a separate item rather than as a PowerPoint presentation. The intent is to distribute the lesson plan/TSP with the instructor able to duplicate the viewgraph masters. MS Word will print out just the first slide in a PowerPoint presentation. The remaining slides must be accessed with a compatible version of PowerPoint in order to print.*

Category 2: Pictures linked for display within the Step/Activity Text:

> ***NOTE:** Graphics linked to Step/Activities will display on the **Lesson Plan RTF** report only if the **Include Multimedia** option is checked during report setup and when the procedures Linking Graphics (Pictures) to Display in Lesson Plan Step/Activity Text described below are followed. If **Include Multimedia** is not checked, the **Graphic ID** and **Graphic Title** entered in the **Step Multimedia ID** and **Multimedia Title** fields will be shown. However, if nothing is entered in these two fields the phrase "**GRAPHIC LINKED AT THIS POINT**" will display. Power point slides may not be linked to display in Step/Activity text.*

Sequence:	Enter a number that is not repeated in the **Sequence** column for the step. This number will be repeated as a placeholder tag within the text where the graphic should display by entering **<Graphic=#>**. The symbol # is replaced by the sequence number entered here. See *Linking Graphics (Pictures) to Display in Lesson Plan Step/Activity Text* described below after the field descriptions:
Step Multimedia ID:	Enter an identification tag for the linked graphic, such as Figure 1-1. Any text is allowed in this field EXCEPT it cannot begin with *VGT*, *Viewgraph*, *Vugraph*, or *Handout*. Data entered will be printed centered under the linked graphic in the RTF report. This field may be left blank if desired.
Step Multimedia Title:	Enter a title for the linked graphic. Data will display centered beneath the graphic and Step Multimedia ID on the RTF report. This field may be left blank.

Linking Graphics (Pictures) to Display in Lesson Plan Step/Activity Text:

Graphics (pictures) that Word 2000 can display without special conversion filter/instructions can be linked on the lesson plan **Step/Activity Multimedia** tab for display with the Step/Activity text on the Lesson Plan RTF report. The following file types can be used: BMP, CDR, CGM, DRW, DXF, EPS, GIF, JPG, PCD, PCT, PCX, TGA, TIF, and WPG. PowerPoint (PPT) slides will not display in the text.

Procedures for linking graphics (pictures):

1. At the Step/Activity, click the **Multimedia** tab to display the multimedia (graphics) available.
2. Double-click the entries to be linked in this Step/Activity. The **Sequence**, **Step Multimedia ID**, and **Step Multimedia Title** fields will turn white for those items linked.
3. In the **Sequence** field, enter a unique number. Do not repeat any number previously used in the **Sequence** column of this Step/Activity.
4. In the **Step Multimedia ID** field, enter identification for the linked graphic, such as Figure 5-1. Any text is allowed in this field EXCEPT it cannot begin with *VGT*, *Viewgraph*, *Vugraph*, or *Handout*. The text *VGT*, *Viewgraph*, *Vugraph*, and *Handout* determine what is to be placed in Appendix A - Viewgraphs and Appendix D - Handouts. This field may be left blank if desired.
5. In the **Step Multimedia Title** field, enter a title for the linked graphic. This field should contain text that identifies the name desired for this use of the graphic image. This field may be left blank.
6. Determine where the graphics are to be placed in the text of the RTF Edit window of the Step/Activity. A placeholder tag in the form of <Graphic=#> is used to indicate where a graphic is to be linked within the Step/Activity text. The symbol # is to be replaced with the Sequence number that was assigned in step 3 above.
7. The linked graphic will be printed in place of the placeholder tag, centered on the page. A hard carriage return will be placed before and after the image to be printed within the Step/Activity text in the RTF report.
8. The data entered in the **Step Multimedia ID** field will be printed directly underneath the linked graphic in the RTF report. If this field is left blank, nothing will be printed.
9. The data entered in the **Step Multimedia Title** field will be printed directly underneath the **Step Multimedia ID**, if that field has data. Otherwise, the **Step Multimedia Title** field will be printed centered and directly underneath the linked graphic in the RTF report. If this field is left blank, nothing will be printed.
10. On the TSP/Lesson report setup option screen, the **Include Multimedia** choice must be selected before the graphic will display in the RTF report. If this option is declined, the Graphic ID and Title will print in the RTF report. If a Graphic ID and Title were not entered in the **Multimedia** tab, the phrase "GRAPHIC LINKED AT THIS POINT" will display.
11. Graphics (BMP only) may still be inserted within the text of the Step/Activity RTF Edit window by using the **Insert/Image From File** feature on RTF Edit window.

> ***NOTE:*** *Using this technique to insert graphics increases the size of the ASAT database, increases maintenance of the Lesson Plan when graphics change, and decreases the reusability of the graphics data.*

Example: The two boxes following show the text as you would place it in the RTF Edit window using the graphic placeholder, and how it would show up in the RTF report. Given the graphic linked to the step containing the following text as Sequence = 10, Step Multimedia ID = Figure 4-1 and Step Multimedia Title = ASAT Logo.

RTF Edit Box sample:

Functional Description - Training management system automating resident student information: personnel management, student grades and records, quota control, testing, and scheduling. Course development/design for ASAT. <Graphic=10> Undergoing pilot systems development. (System fact sheet also readily available.) For more information about ASAT or comments on this product or the Help system, contact: PM ASAT, (757) 878-4762, EXT 236.

RTF Report sample:

Functional Description - Training management system automating resident student information: personnel management, student grades and records, quota control, testing, and scheduling. Course development/design for ASAT.

Figure 4-1
ASAT Logo

Undergoing pilot systems development. (System fact sheet also readily available.)

- **Test Questions Tab**

The **Test Questions** tab allows you to develop various types of test questions designed to evaluate training, assess its effectiveness, and determine if students can accomplish and/or have learned what the learning step/activity required. Your test questions should motivate, challenge, and encourage learning.

> ***Note:*** *Questions generated for the step will be incorporated into one test for the lesson. Test items and solutions entered using this screen will automatically display in the Test and Solutions annex for the lesson (usually Appendix B.)*

To develop a new test question, choose the **Data** menu option and then the **Insert Record** option or click on the **Insert Record** button on the toolbar to open a new record.

Field	Description
Question ID	This field is filled automatically when the record is inserted. Each subsequent record or text question entered for the step will be numbered sequentially. DO NOT enter a question number when entering the question or answer using the **Edit** button. ***Note:*** The test questions will be numbered sequentially in the order inserted for each step. Every step for which a test question is entered will have a Question ID of 1 displayed on their **Test Question** tab. All test questions entered for the lesson's steps will print out on a lesson test. They display in numerical order in step sequence in the same order in which they were entered for each step.
Estimated Time	Enter the *Estimated Time* (in tenths of an hour) that you have determined it will take the student to answer the question.
Estimated Difficulty	Enter the *Estimated Difficulty* of the question. Test questions should vary in the degree of difficulty to discriminate between performers and non-performers. ***Note:*** *The program currently allows you to enter a one-digit number here. Recommend using a scale of 1 to 9 (9 being the most difficult) to indicate a relative level of difficulty.*
Type	Use the scroll bar to choose the *Type* of item you are entering.
Question	Click on the **Question Edit** button to open the RTF Edit window for entering the test question. DO NOT enter a question number when entering the question. ASAT enters a sequencing number automatically when the question record is inserted on the **Test Question** tab. When the lesson plan report is generated in ASAT, the questions will be numbered sequentially in step sequence in the same order in which they were entered for each step. Refer to section 9.10 for an explanation of the RTF Edit window.

Field	Description
Answer	Click the **Answer Edit** button to open RTF Edit window for entering the test question answer. DO NOT enter a question number when entering the answer. ASAT enters a sequencing number automatically when the question record is inserted on the **Test Question** tab. When the lesson plan report is generated in ASAT, the answers will be numbered sequentially in step sequence in the same order in which they were entered for each step. Refer to section 9.10 for an explanation of the RTF Edit window. ***Note:*** *This button is disabled if the user is restricted with viewing only access to this tab.*

- **Doctrine Tab**

The **Doctrine** tab is an **insert** tab that allows the user to link Lessons to approved Field Manuals created via the **Doctrine** Module. Refer to section 6.8.2.17 for details of the **Doctrine** tab.

6.8.2.8 Summary Tab

The **Summary** tab (Figure 6-146) brings up three tabs on which to record information for the lesson summary.

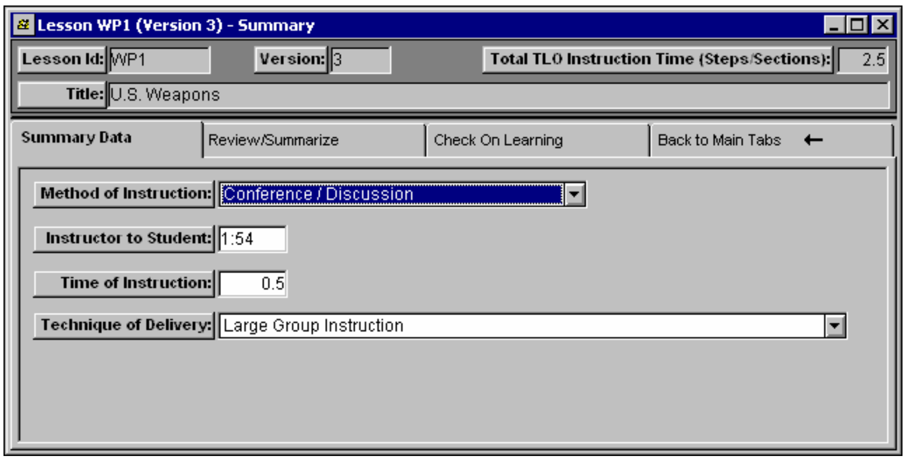


Figure 6-146: Summary Data Tab Folder

Summary Data Tab

The **Summary Data** tab (Figure 6-146) is a **detail** data tab.

Field	Description
Method of Instruction	Select the method for presenting the lesson summary. Use the scroll bar to move through the selection list and find the desired method of instruction. The default entry for new Lesson Plan records is *Conference/Discussion*, which can be edited. ***WARNING:*** *Academic hours are displayed by MOI on a lesson plan. If this field is left blank, time entered in the* ***Time of Instruction*** *field will not be calculated and displayed in the Academic Hours section of the lesson plan. Use the scroll bar to choose a* ***Method of Instruction****. For information on the* ***Method of Instruction****, see App. H-1, TR 350-70.*
Instructor to Student	Enter the instructor to student ratio required for the lesson summary.
Time of Instruction	Enter the time required for the lesson summary expressed as hours and tenths of hours. To convert minutes to tenths of an hour use the following table:

Field	Description
	MINUTES / **HOURS** 1 – 5 .1 6 – 10 .2 11 – 15 .3 16 – 20 .4 21 – 25 .5 26 – 30 .6 31 – 35 .7 36 – 40 .8 41 – 45 .9 46 – 50 1.0 (full hour) Example: 1 hour and 10 minutes would be entered as 1.2.
Technique of Delivery	Select the means of conveying or delivering information. This selection is displayed in the media field on the lesson plan. Use the scroll bar to find and select a technique of delivery. The default entry for new Lesson Plan records is *None*, which can be edited. Refer to TRADOC 350-70, App H-2 for details.

Review / Summarize Tab

Edit or create a brief overview of the material covered in the lesson. Emphasize key learning points that you want to ensure the students take from the lesson. Refer to section 9.10 for an explanation of the RTF Edit window.

Check on Learning Tab

This tab allows you to edit or create specific questions to gauge the student's performance and determine if students have learned the material presented. The questions should solicit student explanations and cause follow-on-questions from other students. Refer to section 9.10 for an explanation on the RTF Edit window.

> ***Note:*** *When a lesson is created, the following statement is entered automatically:* Determine if students have learned the materials presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings. *It can be edited as required. If this tab is cleared or blanked out the* ***Summary Check on Learning*** *tab will display without any text.*

Back to Main Tabs

Use this to close the **Summary** tab and return to the main lesson tabs.

6.8.2.9 Student Evaluation Tab

The **Student Evaluation** tab (Figure 6-147) brings up two tabs to record student evaluation information.

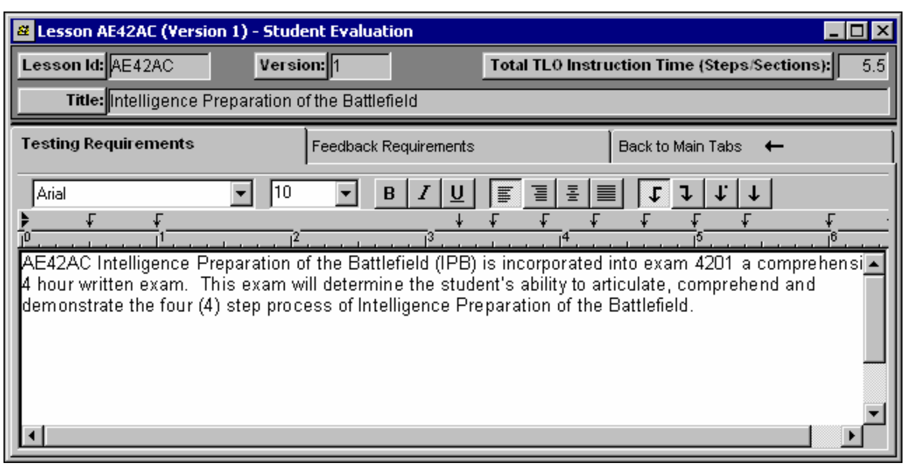


Figure 6-147: Student Evaluation Tab Folder

Testing Requirements Tab

The **Testing Requirements** tab allows you to edit or create a detailed description of the testing requirements for the lesson. Refer to section 9.10 for an explanation of the RTF Edit windows.

Provide complete and specific details to include the method of testing, go/no go criteria that match the criteria of the TLO, testing conditions, and any special requirements. For information concerning Student Performance Measurement/Testing see TR 350-70 Chap VI-7.

> ***Note:*** *Use criterion referenced performance tests developed during the design phase that requires the student to perform the action identified in the TLO.*

Feedback Requirements Tab

The **Feedback Requirements** tab allows you to edit or create specific details concerning feedback requirements for the lesson. Refer to section 9.10 for an explanation of the RTF Edit windows.

Rapid and immediate feedback is essential to effective learning. Schedule and provide feedback on the evaluation; include information to help answer student's questions about the test. The feedback should include possible sources of remedial / refresher training that the student can use to improve performance / knowledge.

> ***Note:*** *If data is entered on this tab prior to the addition of a PE record, this* ***Student Evaluation – Feedback Requirements*** *tab data will automatically fill the* ***Practical Exercise – Feedback Requirements*** *tab upon creation of the PE record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.10 for an explanation of the* ***Practical Exercises – Feedback Requirements*** *tab.*

Back to Main Tabs

Use this to close the **Summary** tab and return to the main lesson tabs.

6.8.2.10 Practical Exercises Tab

The information here is designed to develop a practical exercise sheet for use by the instructor or students. This portion of the lesson plan is optional. Practical Exercises (PE) and solutions entered using this tab (Figure 6-148) will automatically appear in the PE appendix when the lesson plan report is viewed or printed. Practical exercises that are part of the lesson are listed here. The PE may cover the TLO, ELO, or a step/activity.

> ***Note:*** *The PE time displayed in the* ***Academic Hours*** *block in the Administrative Data section of the lesson plan is picked up from a Learning/Step Activity, NOT the* ***Practical Exercises Data*** *tab. You must enter a step with the Method of Instruction of Practical Exercise (Performance) for the time to be included in the* ***Academic Hours*** *block.*

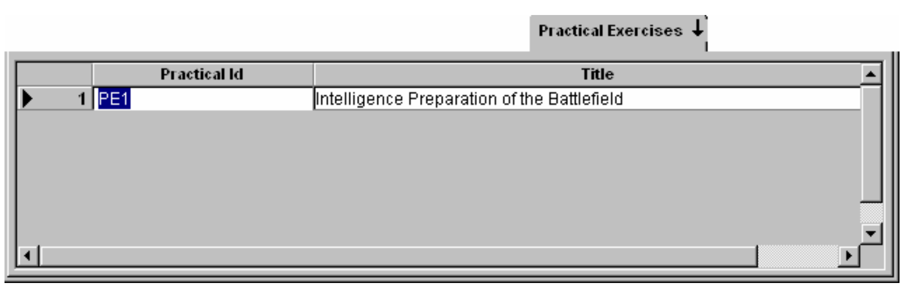


Figure 6-148: Practical Exercises Tab

To create a new practical exercise, select the **Insert Record** button  from the toolbar or choose the **Data** menu and select **Insert Record**. Enter identification for the PE. It is recommended that the 18 space **Practical Id** field be used to clearly identify the lesson plan for which the PE is used. The lesson title is entered automatically as the PE title, but can be edited as needed. ***NOTE:*** If the Practical Exercise record is created (inserted) <u>AFTER</u> the lesson plan data is entered on other tabs, many PE tabs will be filled automatically with information previously entered on corresponding tabs. This data can be deleted or edited. The automatic copy function is addressed where applicable in the following **Practical Exercise** tab explanations. This automatic copy can be circumvented by creating the PE record (insert record and enter Practical Id BEFORE entering data in the lesson plan tabs.) To go to the **Practical Exercise** tab folders (Figure 6-149) to enter information, select the PE and click the **Related Data** toolbar button:

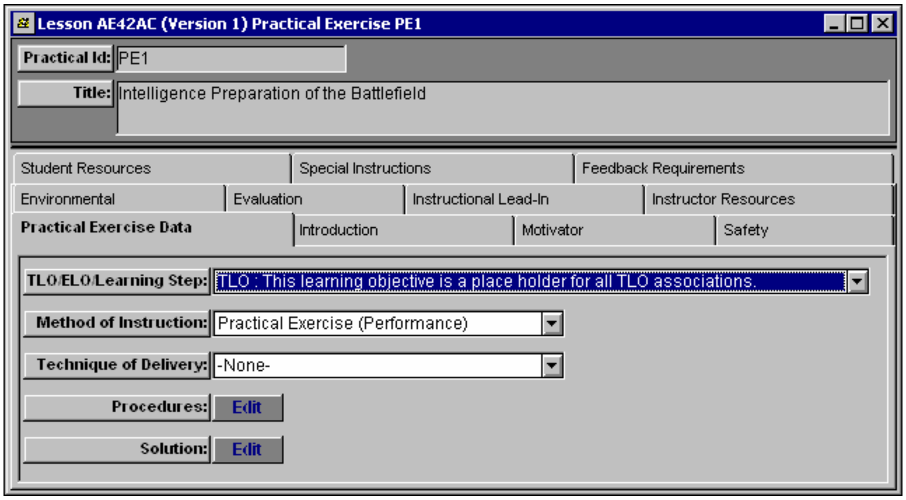


Figure 6-149: Practical Exercises Related Data Tab Folder

Practical Exercise Data Tab

The **Practical Exercise Data** tab (Figure 6-149) contains the basic information about the PE.

Field	Description
TLO/ELO/Learning Step	Identifies the portion of the lesson that the PE covers. The default is set to TLO. If the PE covers a Step/Activity or an ELO, click on the down-arrow to display a listing of all Learning Steps/Activities and/or ELOs in the current lesson. Click on the appropriate selection. ***Note:*** Changing the selection to an ELO or Step will result in a corresponding change to wording in the TLO section of the PE in the printed lesson plan.
Method of Instruction	*Practical Exercise (Performance)* is entered automatically from the drop-down list. For more information on the Method of Instruction, refer to TRADOC Reg. 350-70, App H-1.
Technique of Delivery	Select the delivery technique to be used. The default entry is *None*, which can be edited. Scroll down the selection list and choose a delivery in the **Media** field on the lesson plan. Refer to TRADOC Reg. 350-70, H-2 for details.
Procedures	Click the **Edit** button to go to a window for entering specifics on conducting the practical exercise. Closing this window will bring up a prompt asking if you want to save your changes. Refer to section 9.10 for an explanation of RTF Edit window procedures. Select *Yes* to save your data and return to the **Practical Exercise Data** tab.
Solution	Click the **Edit** button to go to a window for entering the solution to the practical exercise, such as a checklist of items to be evaluated during the PE. Refer to section 9.10 for an explanation of RTF Edit window procedures. Closing this window will bring up a prompt asking if you want to save your changes. Select *Yes* to save your data and return to the **Practical Exercise Data** tab.

Note: *The remaining* ***Practical Exercises*** *tabs also use the RTF Edit window for data entry. Refer to section 9.10 for an explanation of RTF Edit window procedures.*

Introduction Tab

The **Introduction** tab is used to enter a brief description of the practical exercise and its objectives.

Motivator Tab

The **Motivator** tab allows you to create a short motivational introduction to the practice exercise. It can be a discussion, short demonstration, or videotape that should:

- Provide relevance and significance to the exercise and to the tasks.
- Gain student interest and focus the student on what they are to perform.
- Explain why the student needs to perform the training objective and the consequences of nonperformance.

Explain the actual job or battlefield conditions that make mastering the terminal learning objective essential for the soldier.

> ***Note:*** *This tab will be filled automatically with data from the* ***Introduction/Motivator*** *tab if that data was entered prior to the creation of the Practical Exercise record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.6 for an explanation of the* ***Introduction/Motivator*** *tab.*

Safety Tab

Enter safety notes for the practical exercise. Identify the general safety factors and requirements for the PE. If the practical exercise involves equipment, chemicals, or potential hazards, the safety requirements must be identified. Use instructor notes to make specific safety comments throughout the PE.

> ***Note:*** *This tab will be filled automatically with data from the* ***Introduction/Safety*** *tab if that data was entered prior to the creation of the Practical Exercise record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.6 for an explanation of the* ***Introduction/Safety*** *tab.*

Environmental Tab

Create environmental notes for the practical exercise that are applicable to your specific training location or installation. Identify the general environmental factors and considerations. Environmental factors should address the training situation and actual task performance, and focus on protecting the environment in which the students train and perform their jobs, not on how the environment affects the performance of the task. Use instructor notes to make specific comments at appropriate points in the PE. For information on environmental considerations to take into account during training development, see TR 350-70 Chap. I-2-5.

> ***Note:*** *This tab will be filled automatically with data from the* ***Introduction/Environmental*** *tab if that data was entered prior to the creation of the Practical Exercise record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.6 for an explanation of the* ***Introduction/Environmental*** *tab.*

Evaluation Tab

The **Evaluation** tab allows you to enter a statement describing how, when, and where performance will be evaluated in the practical exercise. Provide the length of the exercise, details such as positions/tasks to be evaluated, and identify the minimum acceptable performance.

> ***Note:*** *This tab will be filled automatically with data from the* ***Introduction/Evaluation*** *tab if that data was entered prior to the creation of the Practical Exercise record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.6 for an explanation of the* ***Introduction/Evaluation*** *tab.*

Instructional Lead-In Tab

Edit or create a brief lead-in statement to the exercise. This statement should tie the exercise to the lesson TLO, previous learning, and student experiences, and lead into the actual practical exercise.

> ***Note:*** *This tab will be filled automatically with data from the* ***Introduction/Instructional Lead-In*** *tab if that data was entered prior to the creation of the Practical Exercise record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.6 for an explanation of the* ***Introduction/Instructional Lead-In*** *tab.*

Instructor Resources Tab

Edit or create a list of materials/supplies needed to complete the exercise successfully. Include required readings for instructors. List all of the materials that the instructor must have (e.g., map and compass) for the exercise. If civilian materials are required then list by type, author, title, page numbers, date of publication, ISBN, and publisher. Provide an Army source with complete mailing address to obtain any civilian materials listed.

> ***Note:*** *This tab will be filled automatically with data from the* ***Administrative Data/Instructor Materials*** *tab if that data was entered prior to the creation of the Practical Exercise record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.5 for an explanation of the* ***Administrative Data/Instructor Materials*** *tab.*

Student Resources Tab

Edit or create a list of materials that the instructor will provide to the students before or during the exercise (e.g., map and compass), or what the students must bring (e.g., assigned text.)

> ***Note:*** *This tab will be filled automatically with data from the* ***Administrative Data/Student Materials*** *tab if that data was entered prior to the creation of the Practical Exercise record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.5 for an explanation of the* ***Administrative Data/Student Materials*** *tab.*

Special Instructions Tab

Edit or create any information the instructor and/or students need to complete the exercise.

Feedback Requirements Tab

Edit or create specific details concerning methods of student feedback. Rapid and immediate feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer student's questions about the exercise. Identify possible sources of remedial / refresher training that the student can use.

> ***Note:*** *This tab will be filled automatically with data from the* ***Student Evaluation/Feedback Requirements*** *tab if that data was entered prior to the creation of the Practical Exercise record. This pre-filled information may be edited or deleted as needed. Refer to section 6.8.2.9 for an explanation of the* ***Student Evaluation/Feedback Requirements*** *tab.*

6.8.2.11 Step Summary Tab

The **Step Summary** tab (Figure 6-150) is a view-only tab that shows the Lesson Step, Administrative Time Category, Security Classification, Time of Instruction, Instructor to Student Ratio, Delivery Technique, and Method of Instruction information for all Learning Steps/Activities.

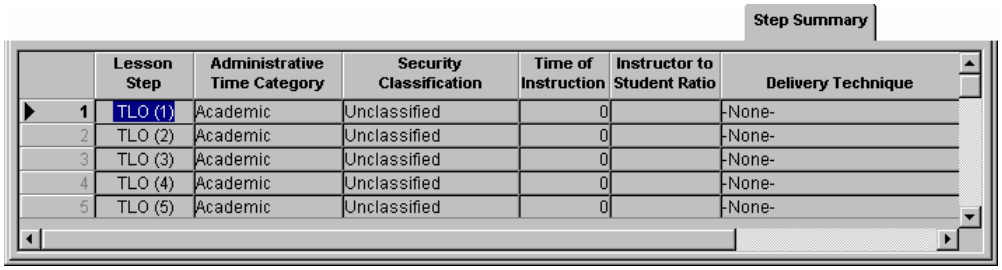


Figure 6-150: Step Summary Tab

6.8.2.12 Resources Tab

The **Resources** tab (Figure 6-151) provides access to a group of tabs that list items currently linked at the Learning Step/Activity level. The **Step** field on each of the following tabs identifies the step at which the link is made. The items listed on each tab display in ELO step or TLO step order. They can be resequenced by another field such as **ID** or **Name** for ease of review by double-clicking on the pertinent column header. Refer to section 6.8.2.7 for an explanation of each of these tabs at the Step/Activity level.

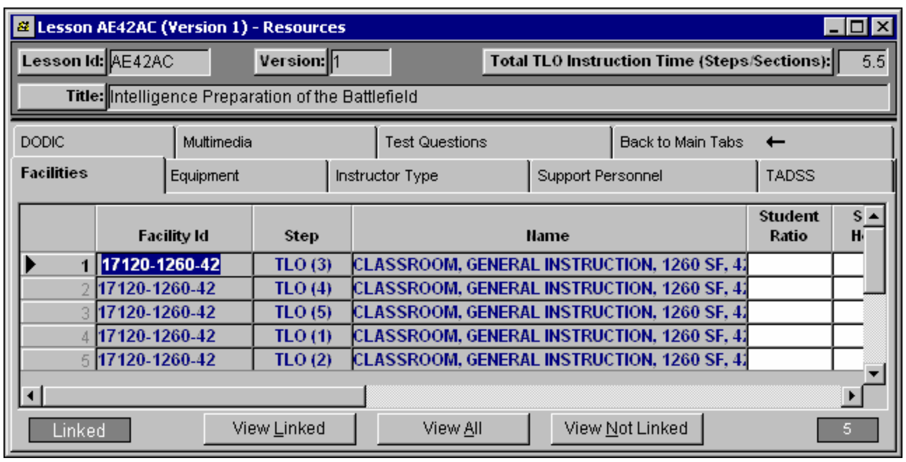


Figure 6-151: Resources Tab Folder

The following **Resources** tabs are provided:

Facilities Tab

Shows a listing of the facilities currently linked at the step level.

Equipment Tab

Shows a listing of the equipment (materiel) items currently linked at the step level.

Instructor Type Tab

Shows a listing of the instructor types currently linked at the step level.

Support Personnel Tab

Shows a listing of the support personnel currently linked at the step level.

TADSS Tab

Shows a listing of the training aids, devices, simulators, and simulations currently linked at the step level.

DODIC Tab

Shows a listing of the ammunition currently linked at the step level.

Multimedia Tab

Shows a listing of the multimedia currently linked at the step level.

Test Questions Tab

Shows a listing of all test questions currently linked at the step level for this lesson.

Back to the Main Tabs

Use this to close the **Step Link Summary** tab and return to the main lesson tabs.

6.8.2.13 Remarks Tab

The **Remarks** tab (Figure 6-152) is a **block** data tab used to make any comments or notes that may assist you in the design, development, revision, and/or presentation of lesson plan development.

Figure 6-152: Remarks Tab

6.8.2.14 Category Items Tab

The **Category Items** tab (Figure 6-153) is a **picklist** tab used to link the selected lesson in the header to the category item record. The fields displayed on this tab are for viewing purposes only. Links can also be made at the **Category Items/Lesson Plan Links** tab on the **Support** Module.

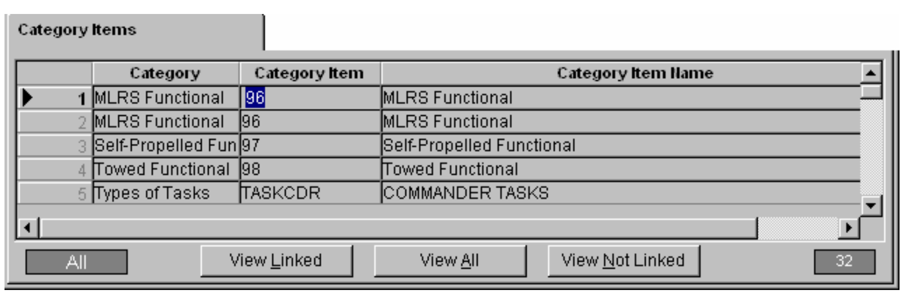


Figure 6-153: Category Items Tab

Click the **View All** or **View Not Linked** button to display a list of categories and category items. Double-click in the category column to link a category item to the lesson. The following fields appear on this tab:

Field	Description
Category	Displays the category identifier.
Category Item	Displays the category item identifier.
Category Item Name	Displays the category item name.

6.8.2.15 Glossary Tab

The **Glossary** tab (Figure 6-154) is a **picklist** tab used to link the selected glossary terms to the record shown in the header. The **Term**, **ELO/TLO (Step)**, and **Definition** fields are view-only. Additions or deletions to the general glossary listing can be edited through the Glossary Support table in the **General** section of the **Support** Module.

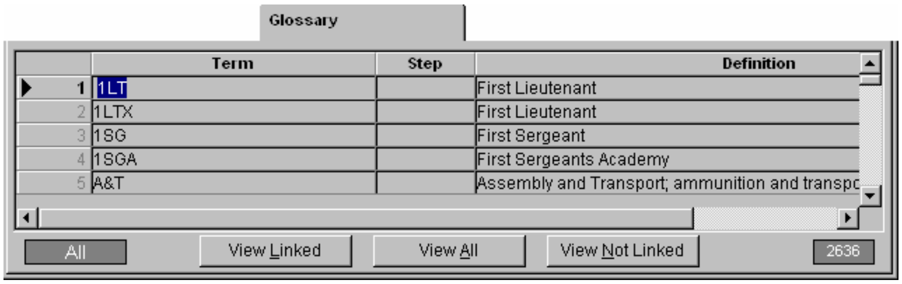


Figure 6-154: Glossary Tab

Click the **View All** or **View Not Linked** button to display a list of terms and definitions. Double-click in the term column to link a term to the individual task.

> ***Note:*** *The **ELO/TLO Step** column will indicate if the glossary item is linked at the lesson plan (TLO), ELO, or step level.*

Information linked on this tab displays in the *Abbreviations* section of the Software User's Manual (SUM) Report used by Intel-Fusion developers.

6.8.2.16 Index Tab

The **Index** tab (Figure 6-155) is an **insert** tab used to enter words or phrases to create an index to link to embedded software. Information entered here displays in the *Index* section of the Software User's Manual (SUM) Report used by the Intel-Fusion developers. Refer to section 9.4.1.4 for details on using an **insert** tab.

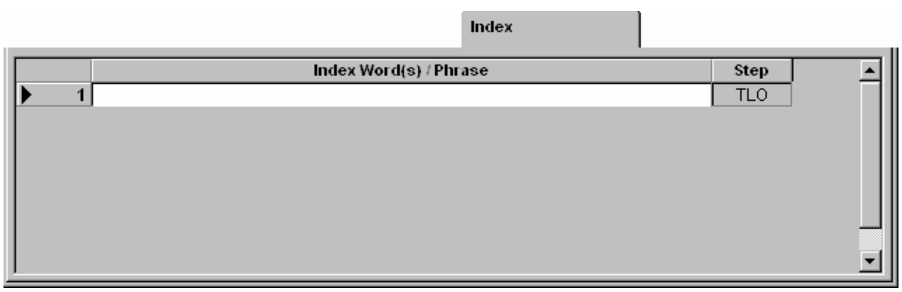


Figure 6-155: Index Tab

> ***Note:*** *The **ELO/TLO Step** column displays if the index entry is linked at the ELO or TLO level.*

6.8.2.17 Doctrine Tab

The **Doctrine** tab (Figure 6-156) is an **insert** tab that allows the user to link Lessons to approved Field Manuals created via the **Doctrine** Module.

Figure 6-156: Doctrine Tab

Use the following procedures to create Doctrine/Lesson links.

> ***Note:*** *The Doctrine Link feature requires that Microsoft Internet Explorer 4.0x (IE 4.0x) be installed on each ASAT user's computer.*

1. Select the **Insert Record** toolbar button or choose the **Insert Record** option from the **Data** menu. The *Doctrine Browse/Link* window appears providing a list of approved FMs, filtered by proponent, which are currently in the ASAT database.

   > ***Note:*** *Refer to section 4.6, Edit - Create Links, for additional information on the Doctrine Browse/Link window.*

2. After selecting the desired FM, chapter, or text; click on the **Make Link** button at the *Doctrine Browse/Link* window to link the data. The linked data appears on the tab.
3. Click on the **Data** menu and choose the **Save** option or click the **Save** toolbar button to save the linked data.
4. Repeat the above steps to link additional Doctrine data.

To delete a record link, place the cursor on the row and select the **Data** menu and choose the **Delete Record** option or choose the **Delete Record** toolbar button .

To edit a record link, place the cursor on the row and double-click the **View** button or right-click the mouse button and choose **Edit Link**. The *Doctrine Browse/Link* window displays the linked area of the document allowing you to choose a different link.

The following columns appear on this tab:

Field	Description
Product	Displays the product number.
Version	Displays the latest change (version) of the product.
Section	Displays the product section name.
Other Information	This field is an editable field used to list paragraph numbers, page numbers, ISBN, type of civilian source (e.g., book, magazine, etc), title of article, and an Army Source for any civilian references including a complete mailing address.
Linked Text	Displays the selected document text.

6.8.3 Edit a Lesson Plan

The editing of a lesson plan is done very much like the creation of one, except that you now have existing data that you can edit. Refer to the appropriate section on creating a lesson plan for the procedures.

6.9 Lesson Plan Approval

This Power Panel option is used by those in the approval authority chain to approve lesson plans. It will only be available to individuals with authorized access and will only display the lessons for which the user has approval authority rights. Click the **Individual** tab and double-click **Lesson Plan Approval** on the Power Panel as a choice under the **Development** section.

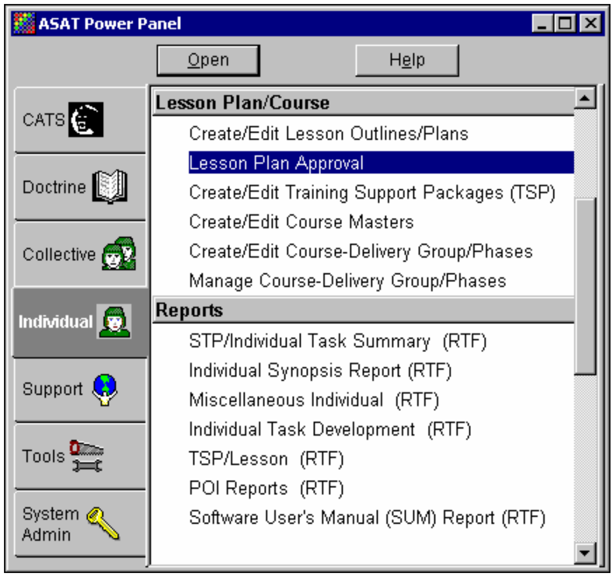


Figure 6-157: Power Panel – Lesson Plan Approval Option

Before the *Lesson Plan Approvals* grid is populated with Lesson Plans, the *Specify Filter Criteria for Lesson* window is displayed to allow the user to limit the set of lesson data displayed on the grid. The grid is then populated according to the selected filter. Refer to section 6.8 for details on the Lesson filter.

> ***Note:** The lesson plans displayed are automatically filtered to display only those lesson plans for which the current user (user ID) is linked on the **Approvals** tab. If you have rights to this menu option but are not linked as an approver for any lesson plans, your Lesson Plan Approvals grid screen will be empty.*

The *Lesson Plan Approvals* grid (Figure 6-158) is a **grid-detail** view of Lesson Plans. The top half of the window is a grid of rows and columns of Lesson Plan data. You can scroll horizontally to the right to view additional information.

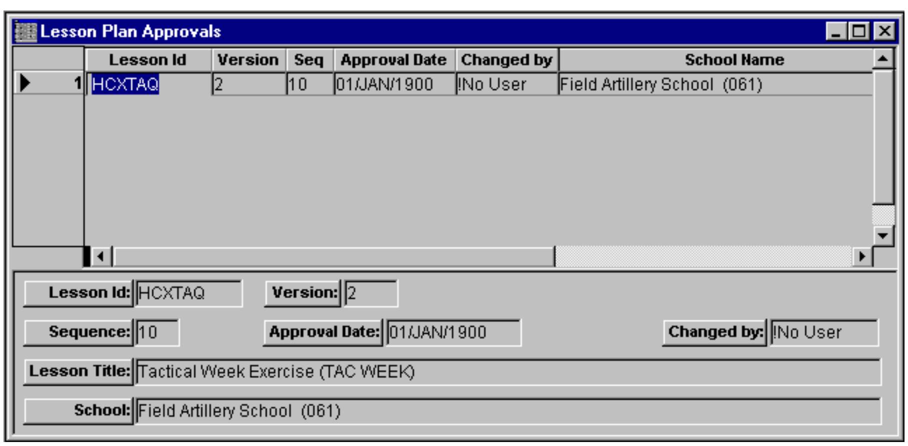


Figure 6-158: Lesson Plan Approvals Grid

> ***Tip:** The lesson plans displayed are automatically filtered to display only the lesson plans for which the current user (user ID) is linked on the **Approvals** tab. You do not need to filter by*

Approver. If you click on this menu option, but no lesson plans display, you are not currently identified as an approver for any lesson plans.

The following information was entered automatically when the approver was linked to the lesson plan on the **Approvals** tab accessed through the **Create/Edit Lesson Plans** menu option.

- A sequence number was assigned to each approver linked to the lesson plan. The system automatically enters 10 for the first approver linked and continues with intervals of 10. Using intervals of 10 makes it easy to insert additional approvers without having to renumber the list. The lesson plan developer can adjust these sequence numbers as required to accurately reflect the desired approval sequence.

- The sequence number serves two functions. It determines the order in which approval authorities will display in the **Proponent Lesson Plan Approvals** block on the lesson plan report. It is also used with this screen to alert an approver if he or she is approving a lesson plan out of sequence.

- The date 01/JAN/1900 was entered in the **Approval Date** field and the entry !No User was entered in the **Changed by** field for each linked approver. These two entries indicate that the linked approval authority has not yet approved the lesson plan.

To select a record for approval, click the mouse on the desired row, and then choose the **Data** menu and select **Edit Record** or click the **Edit** toolbar button . This action will turn the background of the **Approval Date** field white. Enter the approval date or double-click in the date field to access a popup calendar to enter the date. The date format is DD-MMM-YYYY.

***Note:** If you attempt to enter an approval date out of sequence the following message will display:* The person before you in the approval authority sequence for this lesson (person name and user ID) has not yet approved this lesson. *Click **OK** to return to the screen. You can then continue to enter the date or save the record as is.*

When a date is entered and the record is saved, the **Changed by** field is updated with your user ID.

***Note:** The approval date can also be changed on the lesson plan **Approvals** tab in the lesson plan tab folder by anyone with modify rights to the lesson plan. When the date is changed and saved, the user ID of the ASAT user making the change is displayed in the **Changed by** column. You can click on the user ID in the **Changed by** field to view additional information about the person. The approval authority should enter approval dates using the **Lesson Plan Approval** menu option. The **Approval Date** field is also editable on the lesson plan **Approvals** tab to accommodate legacy data that might require date entry or situations where the approval authority is not using ASAT.*

If you wish to view information related to the Lesson Plan, choose the **Data** menu, **Related Data** option on the menu or click the **Related Data** toolbar button to reach the **Lesson Plan** tab folder. Additional information on the **Lesson Plan** tab folder is provided in section 6.8.

6.10 Create/Edit Course Master

The Course Master is a basic blueprint for creating new courses by an instructor or a small group leader. It will provide an electronic format that will allow standardization of training and prevent haphazard training information. The course master is built with phases and one or many lessons. It includes all of the details required for presentation of the course. This way, sufficient detail can be captured for a new instructor to be able to teach a course without compromise. In addition, the Course Master provides an electronic format that can be exportable and contains integrated training products, materials, and/or information necessary to train.

The *Course Maintenance* grid is the result of selecting the **Create/Edit Course Masters** option from the **Individual** Module under the **Lesson Plan/Course** section of the Power Panel. After Course records are created, they are available for linking under the **Courses** tabs of **Collective, Individual**, and **Lesson/Administration** tab folder windows.

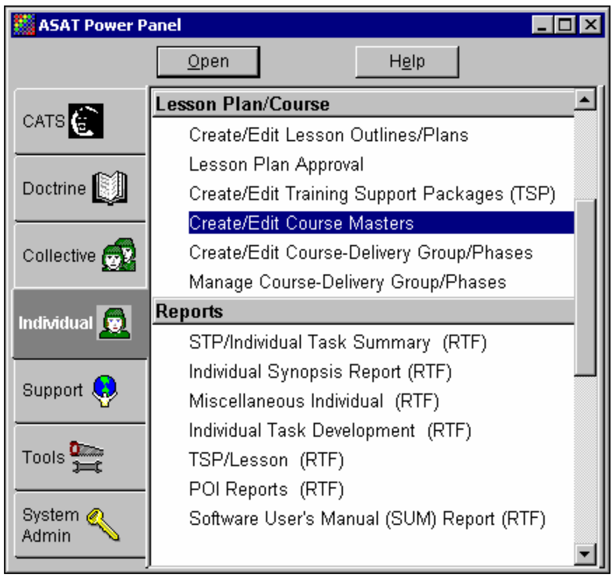


Figure 6-159: Power Panel – Create/Edit Course Master

6.10.1 Create/Edit Courses

Double-click on the **Courses** title or highlight it and click the **Open** button at the Power Panel. A *Specify Filter Criteria for Course Master* window (Figure 6-160) will appear allowing filtering of Courses. Refer to section 9.2, Filters, for an explanation of filter screens.

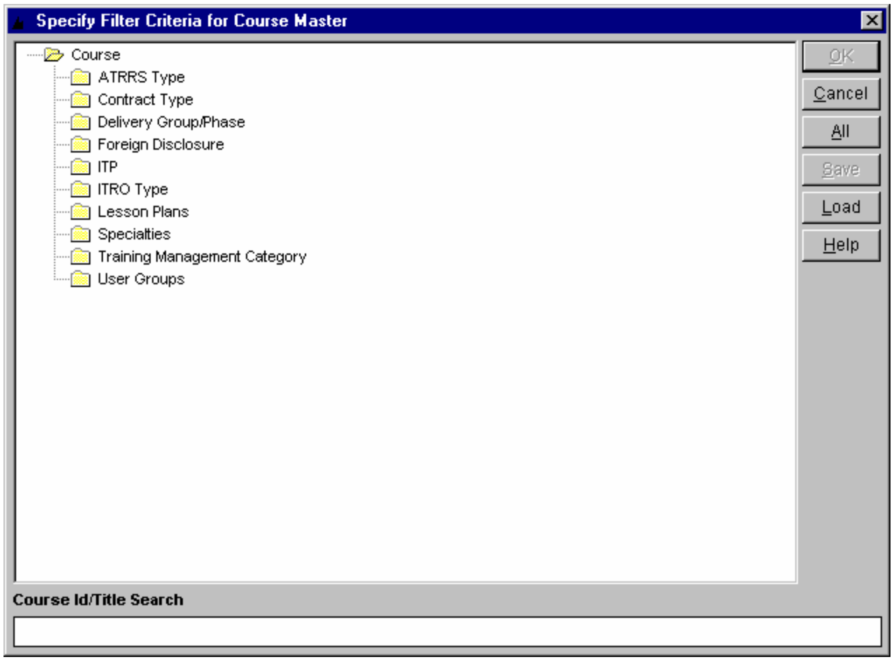


Figure 6-160: Specify Filter Criteria for Course Master Screen

Listed below are the filter criteria items for courses with an explanation of each in terms of the resulting list of multimedia objects:

Filter	Description
ATTRS Type	Shows courses linked to selected Army Training Requirement and Resources System categories.
Course Status	Shows courses linked to selected course status.
Foreign Disclosure	Shows courses linked to selected Foreign Disclosure Statements.
ITRO Type	Shows courses linked to selected Interservice Training Review Organizations.
Lesson Plans	Shows courses linked to selected lesson plans.
Phase Category	Shows courses linked to selected phase categories.

The *Course Maintenance* grid (Figure 6-161) appears next as a **grid-detail** view of the information. Any previously developed **Courses** will appear in the list.

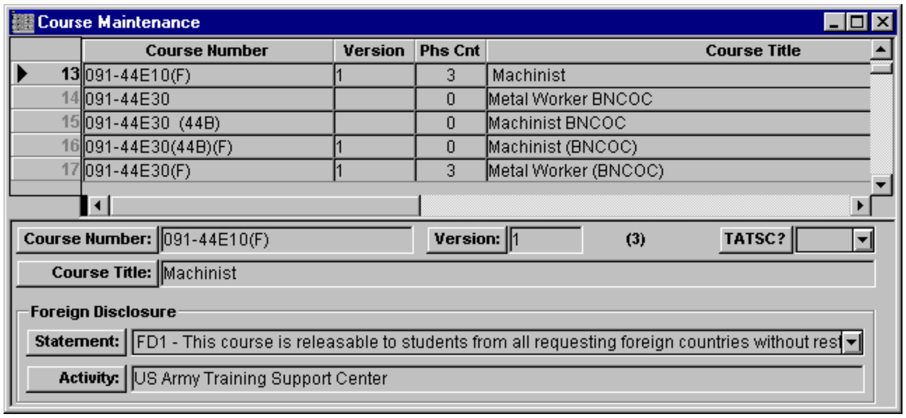


Figure 6-161: Course Maintenance Screen

The columns shown on the grid are the **Course Table** fields. You can scroll horizontally to the right to view additional data. From this screen you can add (insert), edit, and delete Courses.

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above.

The fields displayed on the grid are as follows:

Field	Description
Course Number	Enter the course identification number. The maximum character entry length for this field is 25 characters (mandatory entry for new records.)
Version	Enter the course version number (e.g., 1, 2, 3, etc.) The maximum character entry length for this field is four characters (mandatory entry.)
Phases	Enter the course phase. If courses are trained at different locations they are identified as different phases. A phase may also contain one or more modules.
Course Title	Enter the descriptive title of the course.
TATSC	Indicates whether the course is a TATS-C course, either: *Yes* or *No*.
Foreign Disclosure Statement	Select the appropriate statement from the drop-down list. ***NOTE:*** *The statement selected here will automatically be entered at the* ***Course Data*** *tab. For assistance selecting a Foreign Disclosure Restriction statement, see Chapter I-1, TR 350-70.*
Foreign Disclosure Activity	The name of the school/agency representing the foreign disclosure statement.

The **Course Title** field can be edited by selecting the **Edit** toolbar button  and clicking inside the field.

To insert a new Course, click the **Insert** toolbar button . This action will add a blank white row on the screen allowing the user to enter information. Field definitions were provided under the *Course Maintenance* grid to assist with data entry.

The main purpose of the *Courses Maintenance* grid is to double-click on the selected **Courses** in order to reach the **Courses** tab folder to allow the linking of related data described in the following paragraph.

6.10.2 Relating Data to Courses Using the Tab Folder

To access the **Courses** tab folder (Figure 6-162) click the **Data** menu and then select **Related Data** or click the **Related Data** toolbar button to reach the **Course** tab folder.

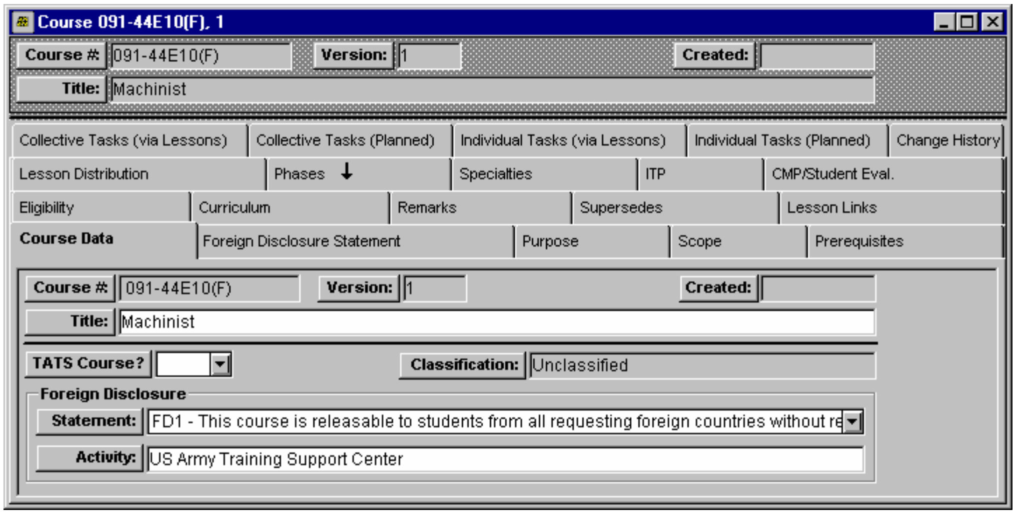


Figure 6-162: Course Tab Folder

Notice the Header is focused on the selected Course allowing one-to-many linkages on each tab folder. All of these tabs are **picklist** tabs. Refer to section 9.4.1.3 for instructions on using **picklist** tabs.

The tab folder selections shown in Figure 6-162 are described in the following subparagraphs.

Course Data Tab

The **Course Data** tab (Figure 6-162) is a **detail** tab used for editing additional information for the selected course.

The following fields appear on this tab:

Field	Description
Course Number	Displays the Course number from the record selected at the *Course Maintenance* grid.
Version	Displays the version from the record selected at the *Course Maintenance* grid.
Created	Displays the date the course was created.
Title	Displays the Course title.
TATS Course	Select *Yes* or *No*. A Total Army Training System Course (TATS-C) is a single course designed to train the same Military Occupational Specialty (MOS)/Area Of Concentration (AOC), skill level or additional skill identifier (ASI), Language Identifier Code (LIC), Skill Qualification Identifier (SQI), or Skill Identifier (SI) within the Total Army. The TATS course ensures standardization by training all soldiers on course critical tasks to task performance standard. A TATS-C course may be trained at different sites and may involve use of different media/methods to train the different phases, modules, and lessons.
Classification	Indicates the Classification of the course.
Foreign Disclosure	Select the appropriate statement from the drop-down list. ***NOTE:*** The statement selected here will automatically be entered at the **Course Data** tab. For assistance selecting a Foreign Disclosure Restriction statement, see Chapter I-1, TR 350-70.
Activity	Enter the name of the school/agency representing the foreign disclosure statement.

Foreign Disclosure Statement Tab

The **Foreign Disclosure** tab (Figure 6-163) is a **view-only** tab and is not editable. The tab shows the foreign disclosure statement that was selected on the **Course Data** tab, and also reflects the Activity information already filled in. If no activity information is filled in on the **Course Data** tab, you will see “(installation/activity name)”. Return to the **Course Data** tab and fill in your activity/organization information. No additional editing is required.

Figure 6-163: Foreign Disclosure Statement Tab

Purpose Tab

The **Purpose** tab (Figure 6-164) is a **block** data tab that is used to enter a concise statement of the course purpose, describing the specialty, duty positions, generic equipment systems, or functions for which graduates will be qualified. This tab corresponds to the data in the “Objective” area of DA PAM 350-59.

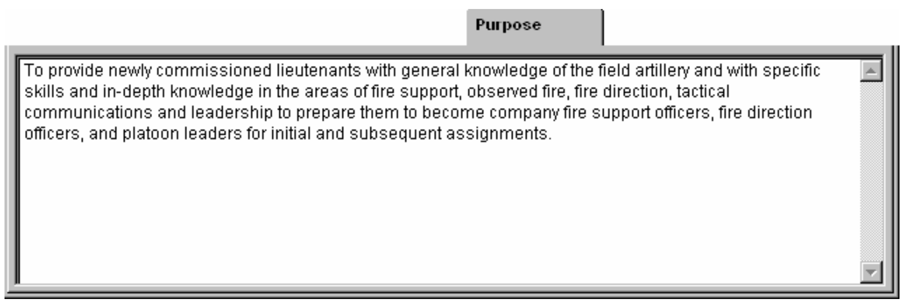


Figure 6-164: Purpose Tab

Scope Tab

The **Scope** tab (Figure 6-165) is a **block** data tab that is used to enter the major subject areas, topics, or general tasks covered by the course.

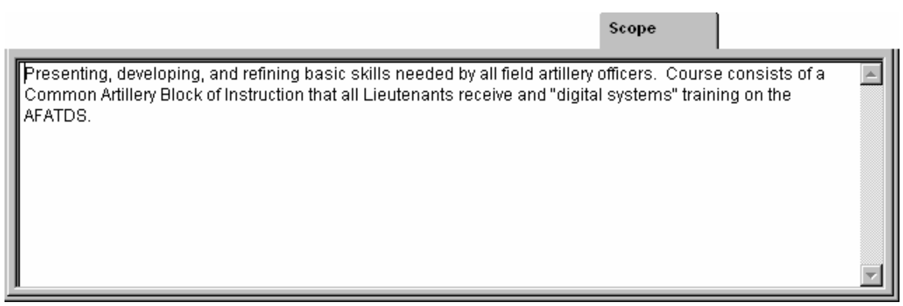


Figure 6-165: Scope Tab

Prerequisites Tab

The **Prerequisites** tab (Figure 6-166) is a **block** data tab that identifies the course entry requirements for this particular course. These entry requirements are what personnel must successfully complete prior to qualification for entry into training for which they are being considered (not specialty/MOS or course graduation prerequisites).

Figure 6-166: Prerequisites Tab

Eligibility Tab

The **Eligibility** tab (Figure 6-167) is a **block** data tab that is used to enter information on the qualifications needed for attendance to the course, besides those stated, if any, in the **Prerequisites** tab. This is for information purposes only and will not appear on any POI report. This tab corresponds to the data in the “Eligibility” area of DA PAM 350-59, less any prerequisite course information.

Figure 6-167: Eligibility Tab

Curriculum Tab

The **Curriculum** tab (Figure 6-168) is a **block** data tab that is used to enter other courses supporting this area of training. For example, you might add “soldering” for an electrical MOS course. This is for information purposes only, and any information entered on this tab will not be displayed in any POI report. This tab corresponds to the data in the “Curriculum” area of DA PAM 350-59.

Figure 6-168: Curriculum Tab

Remarks Tab

The **Remarks** tab (Figure 6-169) is a **block** data tab that is used to enter any information that is required or desired by the proponent.

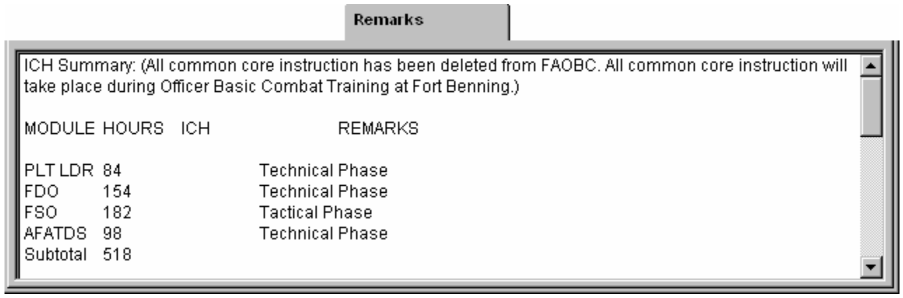


Figure 6-169: Remarks Tab

Supersedes Tab

The **Supersedes** tab (Figure 6-170) is a **block** data tab is used to enter the Course Id, Phase, Version, Title, and Approval Date of the superseded POI. If the POI is not superseded, enter “None”.

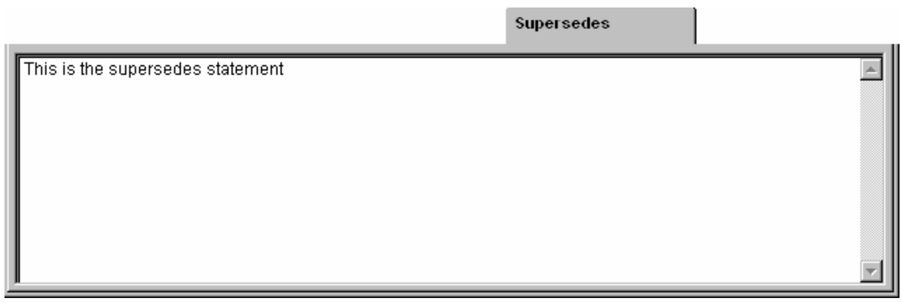


Figure 6-170: Supersedes Tab

Lesson Links Tab

The **Lesson Links** tab (Figure 6-171) is a **picklist** tab that allows the user to link one or many lesson plans to the selected Course in the header. The **Lesson Id**, **Version**, and **Title** fields are for viewing purposes only. Click on the **Related Data** toolbar button to view the **Lesson** tab folder to view additional data. When the **View All** or **View Not Linked** buttons are clicked on, the *Specify Filter Criteria for Lessons* screen will appear to assist in defining a list of Lesson tasks to select.

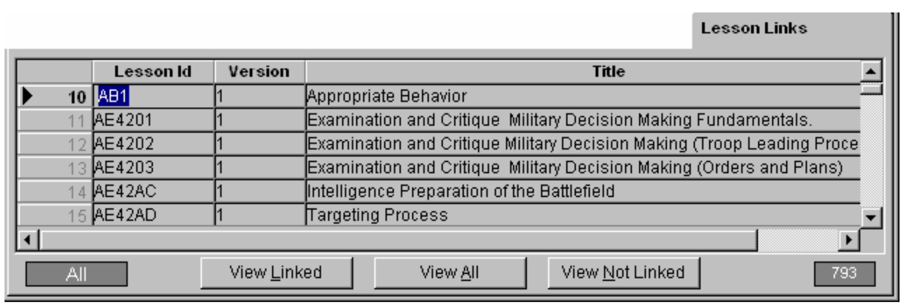


Figure 6-171: Lesson Links Tab

The following columns appear on this tab:

Field	Description
Lesson Id	Displays the lesson identification number.
Version	Represents the various editions of the lesson.
Title	A descriptive title for the lesson.

Lesson Distribution Tab

The **Lesson Distribution** tab (Figure 6-172) is a **view-only** tab and is not editable. This tab shows all the lesson linkages made to the selected Course Master. All lessons linked to the master should be linked to a module within every delivery group. It will also display lessons that have not been linked through a Module. This is indicated by “dashes” (--) and the word “none” (<none>), as shown in the example below:

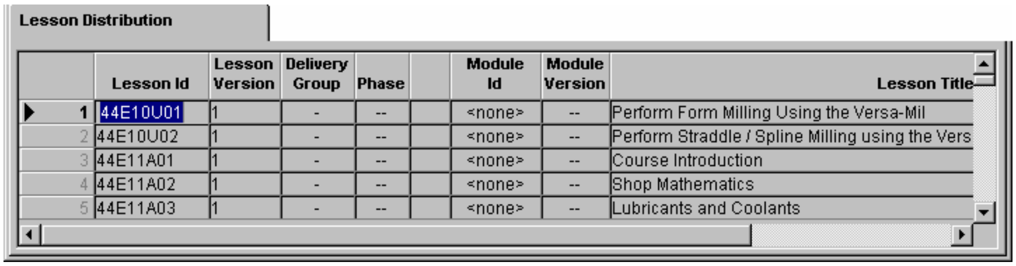


Figure 6-172: Lesson Distribution Tab

This is a check-list tab that provides a means for the user to be sure all the required lessons for the course are linked. If a lesson is not required to be taught in this course, the user can remove it from this listing by returning to the **Lesson Links** tab and unlinking that particular lesson. After unlinking it from the **Lesson Links** tab, it will no longer appear in the **Lesson Distribution** tab.

Phases Tab

The **Phases** tab (Figure 6-173) is a **drill-down** tab that shows the various course phase components. A phased course must include the Course ID, Title, Version, Phase Number, Delivery Group, and a Management Category.

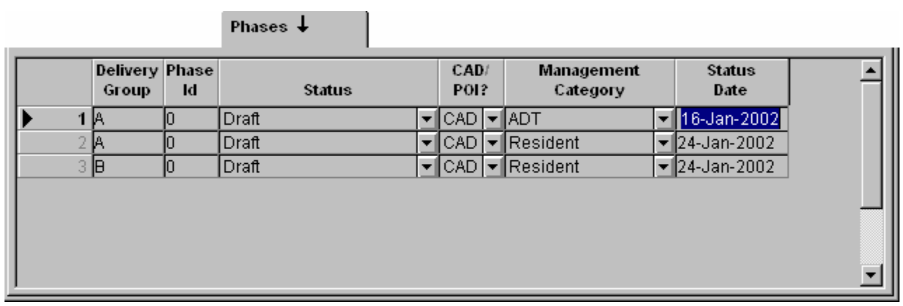


Figure 6-173: Phases Tab

The following columns appear on this tab:

Field	Description
Delivery Category	A one-character identifier used to organize a training course/version into a combination of zero or more phases.
Phase ID	Used to enter the Phase Identifier.
Status	Indicates the current status.
CAD/POI	Indicates whether this is Course Administrative Data (CAD) or a POI.
Management Category	Used to select a management category from the drop-down list box.
Status Date	Indicates the date the selected status was set.

Double-click on a row selection to access the **Course-Phase** tab folder that contains additional details. Refer to section 6.11.1.1 for a description of the **Course-Phase** tab folder option.

Specialty Tab

The **Specialty** tab (Figure 6-174) lists the Specialty code and description for which the course provides qualification training, e.g., MOS, AOC, ASI, SQI. This tab is used to link a specialty record(s) to the course.

Figure 6-174: Specialties Tab

When the **View All** or **View Not Linked** button is used, the *Specify Filter Criteria for Jobs/Occupations* screen will display to assist in defining the list of jobs/occupations from which to select. After the filter is selected, a listing of Specialties will display. Double-click in the **Job Id** column to link a specialty to the current course.

ITP Tab

The **ITP** tab (Figure 6-175) is a **picklist** tab that lists the Individual Training Plan (ITP) code that is directing the course training strategy and requirements, e.g., MOS, AOC. This tab is used to link the ITP to the course.

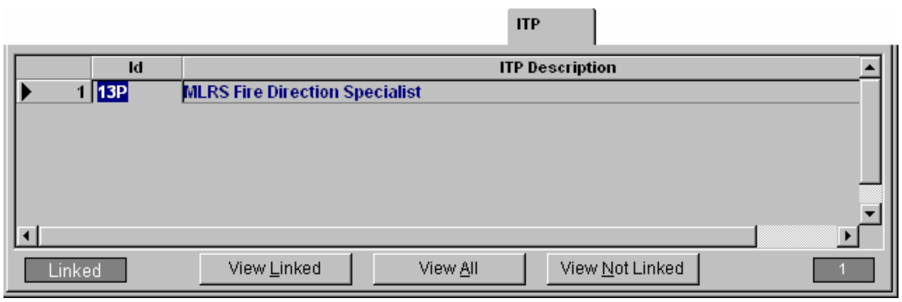


Figure 6-175: ITP Tab

The following fields appear on this tab:

Field	Description
ITP ID (code):	A three-character commissioned officer AOC, branch, or functional area; the four-character warrant officer MOS; or the three-character enlisted MOS.
Description:	The title of the ITP that corresponds to the ITP code.

CMP/Student Evaluation Tab

The **CMP/Student Evaluation** tab (Figure 6-176) is an insert tab that allows sections to be defined for CMP/Student Evaluation data..

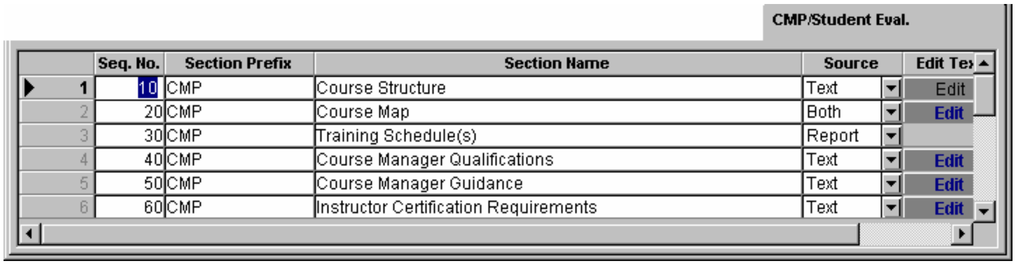


Figure 6-176: CMP/Student Evaluation Tab

The following fields appear on this tab:

Field	Description
Seq. No.	The user defined sequence that determines the order in which sections will display or print. Recommend spacing sequence number entries by increments of 10 to allow insertion of additional sections between existing sections.
Section Prefix	
Section Name	Indicates the name of the section.
Source	Indicates the source of the section. *Text* indicates that the section in a text file can be created, viewed, or edited in ASAT. *Report* indicates that the section is generated out of the ASAT database. *Both* indicates that the section is created out of the ASAT database but allows entry and editing of additional text.
Edit Text	*Edit* is entered automatically when either *Text* or *Both* is selected for the **Source** field. Once a record is entered and saved, the Edit entry in the record **Edit Text** field can be clicked to access an RTF window into which text may be entered, copied, or an RTF or TXT file inserted. Refer to section 9.10 for details on the RTF Edit window.

Collective Tasks (via Lessons) Tab

The **Collective Tasks (via Lessons)** tab (Figure 6-177) is a **view-only** tab used to view the Collective tasks to the selected Course in the header. The **Task ID**, **Status**, and **Task** fields are view-only.

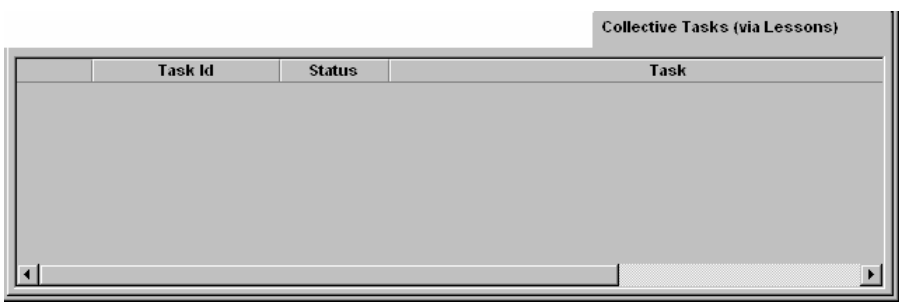


Figure 6-177: Collective Tasks (via Lessons) Tab

Click on the **Related Data** toolbar button  to access the **Collective Task** tab folder used to view additional data. The following fields appear on this tab:

Field	Description
Task Id	Displays the task identification number.
Status	Contains the status of the current task as being *Active*, *Inactive*, *Proposed*, *Superseded*, *Draft*, or *Obsolete*.
Task	Displays the title of the collective task.

Collective Tasks (Planned) Tab

The **Collective Tasks (Planned)** tab (Figure 6-178) is a **picklist** tab that allows the user to link collective tasks to the current course. This tab displays the **Task Id**, **Status**, and the **Collective Task Title**.

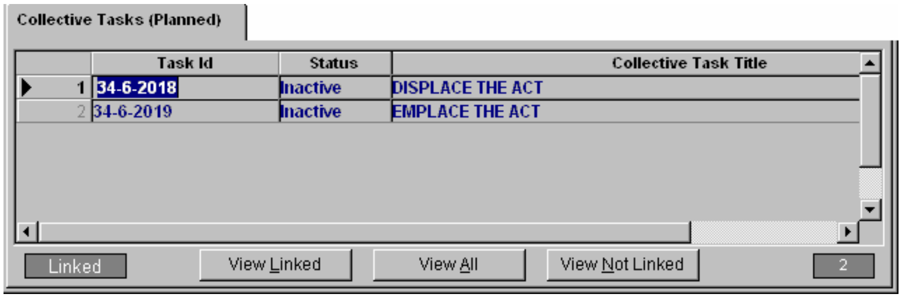


Figure 6-178: Collective Tasks (Planned) Tab

When the **View All** or **View Not Linked** button is used, the *Specify Filter Criteria for Collective Task* screen will display to assist in defining the list of tasks from which to select. After the filter is selected, a listing of tasks displays. Double-click in the **Task ID** column to link a collective task to the current lesson.

If you require more information about a collective task to determine your selection, highlight the task, then select the **Data\Related Data** menu option or click on the **Related Data** button on the toolbar. You can also double-click on the desired collective task in the far left column (where the record number is displayed) to view the related data. This allows viewing of information about the highlighted task without having to go back to the Power Panel to access the Collective Task in the Collective Module.

Individual Task (via Lessons) Tab

The **Individual Task (via Lessons)** tab (Figure 6-179) is a **view-only** tab accessed from the Course Table grid through the **Data** menu, **Related Data** option. It allows the user to view individual tasks to the current course. The **Individual Task ID**, **Status**, and **Individual Task** fields are for display purposes only. Click on the **Related Data** toolbar button  to access the Individual task tab folder used to view additional data.

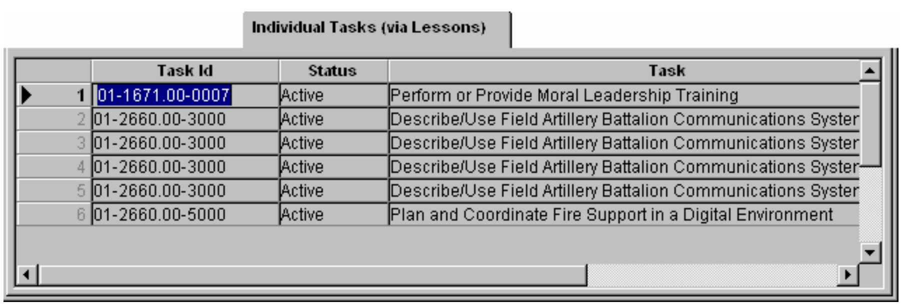


Figure 6-179: Individual Task (via Lessons) Tab

The following columns appear on this tab:

Field	Description
Task Id	Displays the task identification number.
Status	Contains the status of the current task as being *Proposed*, *Active*, *Inactive*, *Superseded*, *Draft*, or *Obsolete*.
Task	Displays the title of the individual task.

Individual Tasks (Planned) Tab

The **Individual Tasks (Planned)** tab (Figure 6-180) is a **picklist** tab that allows the user to link individual tasks to the current course. This tab displays the **Task Id**, **Status**, and the **Individual Task Title**.

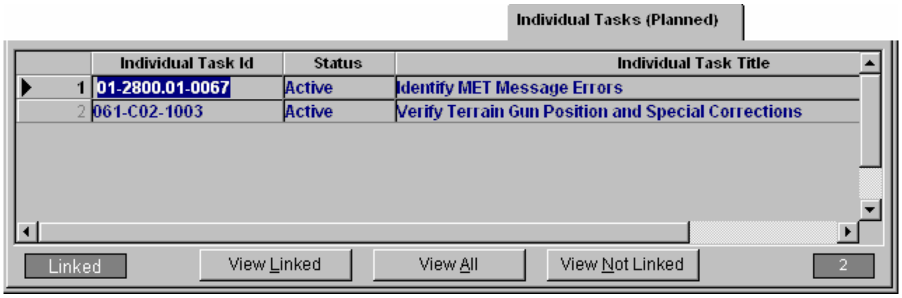


Figure 6-180: Individual Task (Planned) Tab

See the **Individual Tasks (via Lessons)** tab entry, above, for more information about the fields on this tab.

6.11 Create/Edit Courses – Delivery Group/Phases

This table is the result of choosing the **Create/Edit Courses – Delivery Group/Phases** menu option from the **Individual** Module under the **Lesson Plan/Course** section on the Power Panel. It contains course sub-category phase information pertaining to the course. A *Specify Filter Criteria for Course Phase* window (Figure 6-181) will first appear allowing you to filter the Course/Phase information that will appear on the grid.

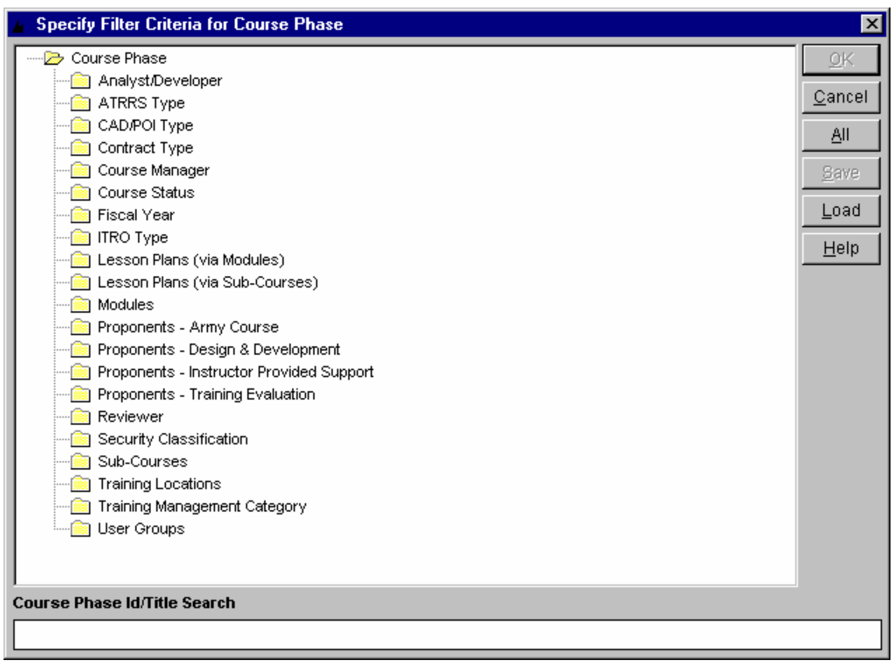


Figure 6-181: Specify Filter Criteria for Courses Phase Screen

After selecting a Course filter, the *Course Delivery Group/Phase Maintenance* grid (Figure 6-182) will appear:

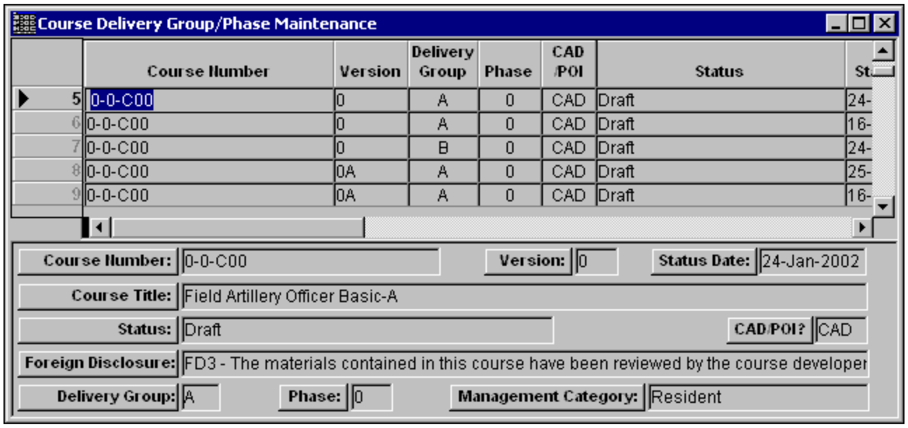


Figure 6-182: Course Phase Maintenance Grid

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above. This is a view-only grid that allows the user to access Course - Phase - Delivery Group information by using the **Related Data** option. From the **Related Data** tab folders, additional information can be edited. The columns at this window include:

Field	Description
Course Number	The course identification number. The maximum character entry length for this field is 25 characters (mandatory entry for new records.)
Version	The course version number (e.g., 1, 2, 3, etc.) The maximum character entry length for this field is four characters (mandatory entry.)
Delivery Group	A one-character identifier used to organize a training course/version into a combination of zero or more phases.
Phase	Indicates the Phase identification number.
CAD/POI	Indicates whether the phase is either Course Administrative Data (CAD) or a Program of Instruction (POI).
Status	This field is for viewing purposes only. It displays the various states of a course indicated by one of the following statuses: *Draft* *Commandant Approved* *Returned without action* *Returned for Action* *MRAD Validated* *DCST Validated* *SMDR Approved* *Superseded* *DCST Working* ***Note**: Obsolete statuses are still visible but not selectable.*
Status Date	Indicates the date the selected status was set.
Training Management Category	Used to select a management category from the drop-down list box.
Course Title	Contains the descriptive title of the course.
Foreign Disclosure Statement	Indicates the Foreign Disclosure statement for the course, see Chapter I-1, TR 350-70 for more information about Disclosure statements.

6.11.1 Course Phase Tab Folder

To access the **Course Phase** tab folder (Figure 6-183) click the **Data** menu and then select **Related Data** or click the **Related Data** toolbar button to reach the **Course Phase** tab folder.

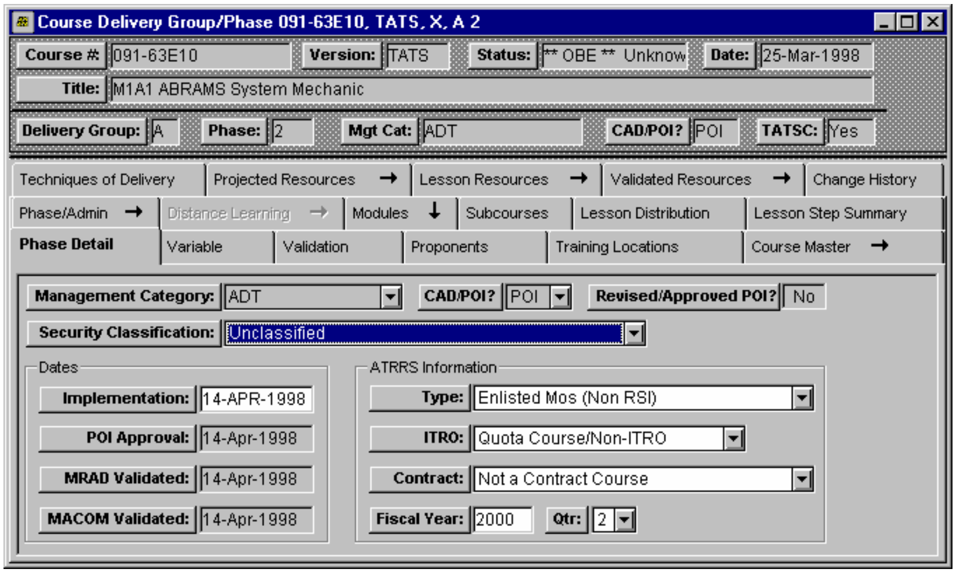


Figure 6-183: Course Phase – Phase Detail Tab

6.11.1.1 Phase Detail Tab

The **Phase Detail** tab (Figure 6-183) displays the standard information about the phase. The following fields appear on this tab:

Field	Description
Management Category	Indicates the management category for the phase. The following Management Categories are available: *Active Duty for Training (ADT)*, *Distance Learning*, *Resident*, *Inactive Duty for Training (IDT)*, and *Mobilization*.
CAD/POI?	Indicates whether the phase is either Course Administrative Data (CAD) or a Program of Instruction (POI).
Revised/Approved POI?	Shows whether this POI has been *Revised* or *Approved*. This field is non-editable. If dashes appear "--", this indicates neither was selected.
Security Classification	Displays the security classification of the course.
Implementation	Enter an implementation of this course. This field is editable by double-clicking, which will then display a calendar to select the appropriate date.
POI Approval	Indicates the POI Approval Date. This cannot be modified from this tab.
MRAD Validated	The date of the TRADOC Manpower, Management Requirements Analysis Directorate (MRAD) Activity reviews this course. This field is TOMA controlled.
MACOM Validated	The date of the Major Army Command (MACOM) review. This date is TOMA controlled.
Type	Indicates the ATRRS Course Type.
ITRO	Select the Inter-service Training Review Organization (ITRO) code for this course, either: *DOD-Sponsored*, *Consolidated*, *Collocated*, or *Quota Course (non-ITRO)*.
Contract	Indicates whether the course is or is not a contract course.
Fiscal Year	Indicates the fiscal year the course is implemented.
Qtr	Indicates the quarter in which the course is taught.

6.11.1.2 Variable Tab

The **Variable** tab (Figure 6-184) is a **detail** tab showing the course length, academic hours, class size, and ATRRS information.

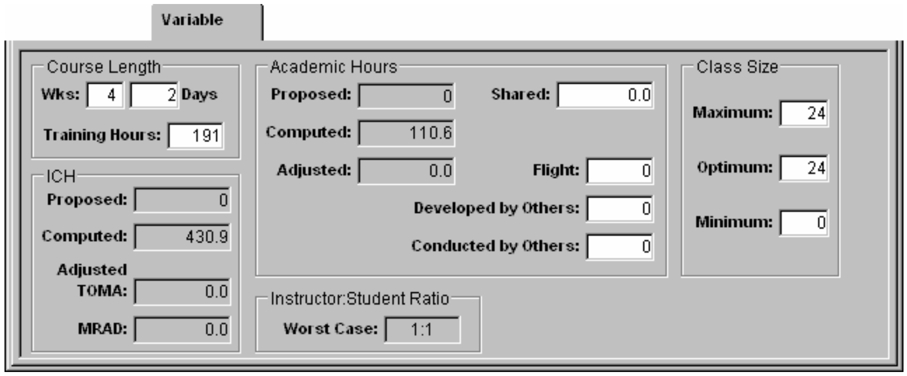


Figure 6-184: Course Phase – Phase Detail Tab

The following fields appear on this tab:

Field	Description
Wks, Days	The length of the course for class scheduling as will normally appear in ATRRS as whole weeks and partial weeks in days for a 5-day peacetime week and a 6-day mobilization week.
Training Hours	The length of the course in total Academic Hours to be trained. Primarily used by USAR and NGB class schedulers.
Academic Hours	Academic time is the time for academic subjects, Common Core subjects, other mandatory training subjects, and examinations. **Computed**: Total calculated from the lessons linked to the phase/modules. **Adjusted**: Adjustment used for a CAD or when the computed total is disputed. **Shared**: The number of academic hours shared with another course. **Flight**: The number of academic hours devoted to aviator flight time both real and in simulators. **Developed by Others**: The number of academic hours which are developed by another proponent, whether Army, other Service, or contractor. **Conducted by Others**: The number of academic hours which are instructed by another proponent, whether Army, other Service, or contractor.
ICH	The manpower workload factor which represents one instructor work hour devoted to conducting training. The ICH for each lesson or POI file is related to the optimum class size of the course and is computed by multiplying the academic hours *x* the instructor(s) (from the learning activity instructor to student ratio) *x* the optimum class size */* the student ratio (from the learning activity instructor to student ratio.) **Computed**: Total calculated from the lessons linked to the phase/modules. **Adjusted**: Adjustment used for a CAD or when the computed total is disputed. **TOMA**: Number validated at the MACOM level. **MRAD**: Number recommended to be validated at the MACOM level by resource managers.
Class Size	**Maximum Class Size**: The largest number of students in a class that can be trained without unacceptable degradation in the effectiveness of instruction due to manpower, facility, equipment, or other resource limitations. **Optimum Class Size**: The largest number of students in a class that can be trained indefinitely with no degradation in the effectiveness of instruction. **Minimum Class Size**: The smallest number of students for which it is economically feasible to conduct the class.
Instructor Student Ratio – Worst Case	This is the computer-derived instructor to student ratio from all the learning activities linked at the Phase/Module/Lesson that will calculate the highest ICH number. Used primarily by USAR and NGB.

6.11.1.3 Validation Tab

The validation process determines if new or revised training products and materials accomplish the intended purpose efficiently and effectively. The training proponent collects and analyzes individual or group validation data, and makes necessary revisions to the training products and materials. Validation is complete after the training program or product(s) are determined to be valid and approved for implementation.

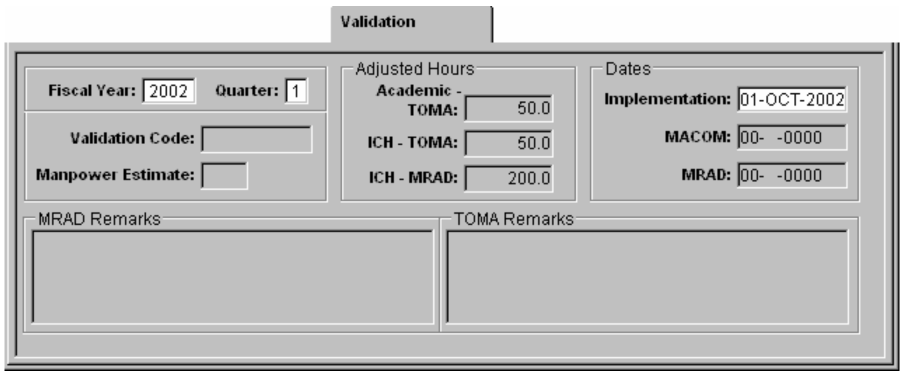


Figure 6-185: Course Phase – Validation Tab

The following fields appear on this tab:

Field	Description
Fiscal Year	This field displays the fiscal year that was selected for this course while on the **Phase Detail** tab. Editing can be done by returning to that tab only.
Quarter	This field displays the quarter that was selected for this course while on the **Phase Detail** tab. Editing can be done by returning to that tab only.
Validation Code	This is a new field. No definition as yet. This will be forthcoming from TOMA.
Manpower Estimate	This is a new field. No definition as yet. This will be forthcoming from TOMA.
Academic TOMA	This field is/can be used by TOMA to adjust the academic hours.
ICH TOMA	This field is/can be used by TOMA to adjust the ICH hours.
ICH MRAD	This field is used by MRAD to adjust the ICH hours.
Implementation	The date the course, using the validated training products and materials, is implemented.
MRAD Remarks	This field is a text field used by the MRAD Activity to add any remarks desired about this course.
TOMA Remarks	This field is a text field used by TOMA to add any remarks desired about this course.

6.11.1.4 Proponents Tab

The **Proponents** tab (Figure 6-186) is a **detail** data tab that allows the user to select the proponent for various aspects of the course/phase. A proponent is an organization or staff element that is responsible for the subject matter material in its area of interest.

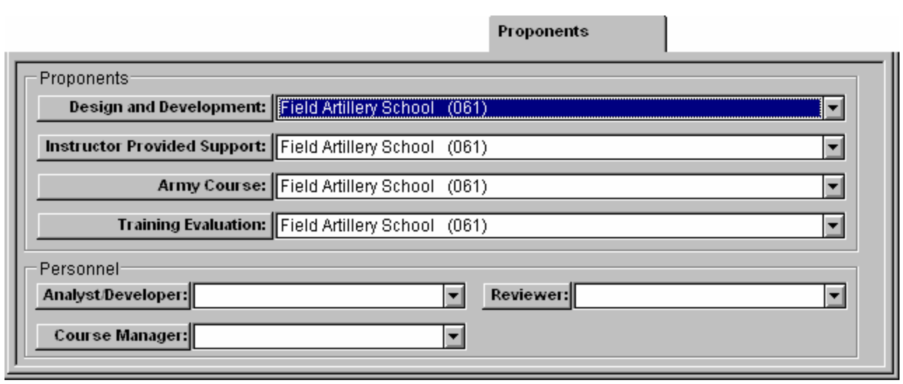


Figure 6-186: Course Phase – Proponents Tab

The following fields appear on this tab:

Field	Description
Design and Development	The organization responsible for the training development workload creating a TRAS document.
Instructor Provided Support	The organization responsible for the execution of a POI.
Army Course	The Army organization responsible for a course of another military service.
Training Evaluation	The organization responsible for the evaluation of training effectiveness.
Analyst/Developer	The name of the proponent analyst.
Course Manager	The name of the proponent course manager.
Reviewer	The name of the reviewer that is linked to a course phase.

6.11.1.5 Training Locations Tab

The **Training Locations** tab (Figure 6-187) is a **picklist** tab that allows the user to link all the training locations where the course/phase can be trained. This tab displays the ATRRS **Code** and the **School Name**.

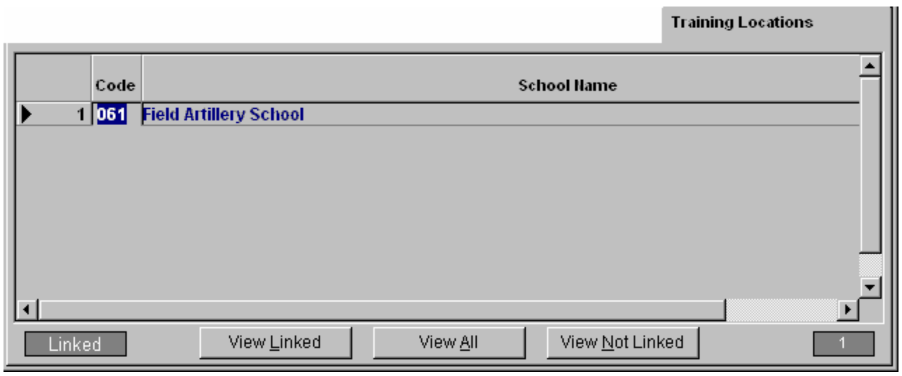


Figure 6-187: Course Phase – Training Locations Tab

The following fields appear on this tab:

Field	Description
Code	The school code that identifies the training location.
School Name	Identifies the name of the school where the course is taught.

6.11.1.6 Course Master Tabs

This set of **view-only** tabs displays information entered at the Course Master level. See 6.10.2 for more information about entering this information.

Course Tab

This is a display only tab which shows the selections that were made for this course while in the Edit/Create Course Masters menu option of ASAT. Changes cannot be made on this tab. Should there be any changes required the user must return to the Edit/Create Course Masters menu option.

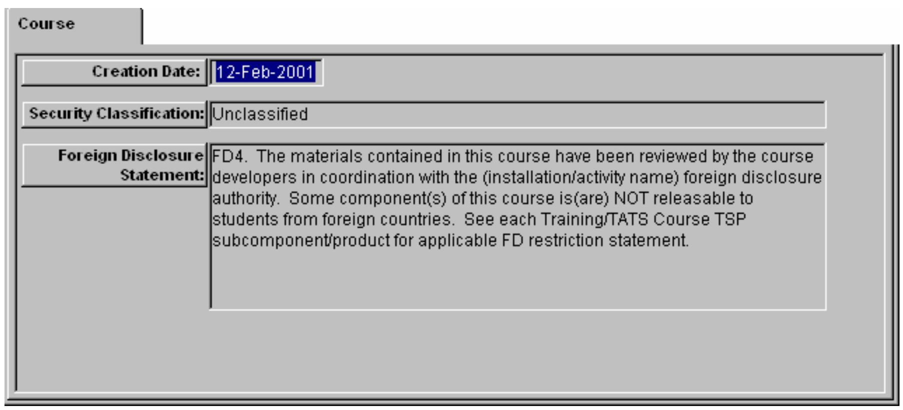


Figure 6-188: Course Phase – Course Tab

The following fields appear on this tab:

Field	Description
Creation Date	Shows the date this course phase was created.
Security Classification	Shows the security classification for this course phase.
Foreign Disclosure Statement	Shows the foreign disclosure statement selected for this course phase.

Purpose Tab

The **Purpose** tab (Figure 6-189) is a **block** data tab that is used to enter a concise statement of the course purpose, describing the specialty, duty positions, generic equipment systems, or functions for which graduates will be qualified.

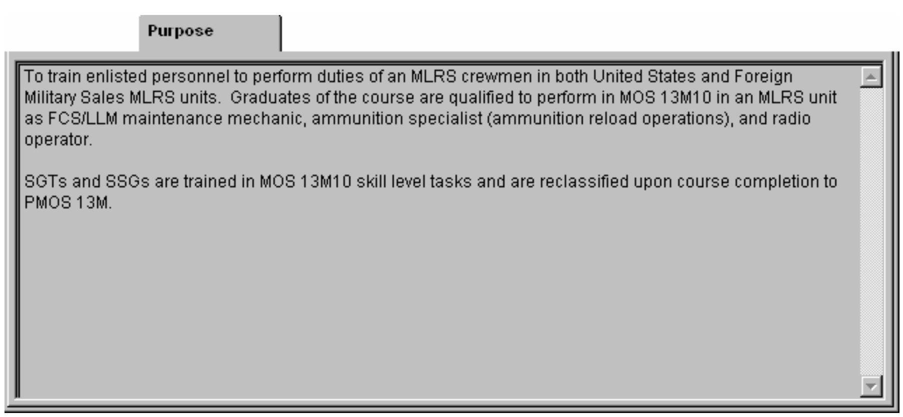


Figure 6-189: Course Phase – Purpose Tab

Scope Tab

The **Scope** tab (Figure 6-190) is a **block** data tab that is used to enter the major subject areas, topics, or general tasks covered by the course.

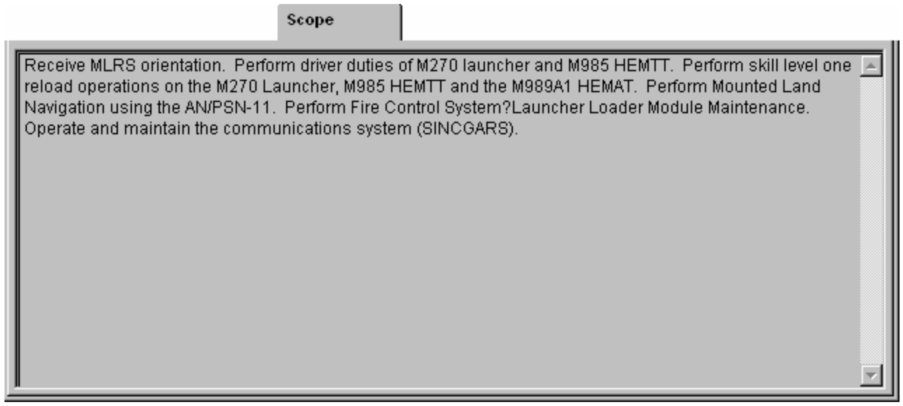


Figure 6-190: Course Phase – Scope Tab

Prerequisites Tab

The **Prerequisites** tab (Figure 6-191) is a **block** data tab that identifies the course entry requirements for this particular course. These entry requirements are what personnel must successfully complete prior to qualification for entry into training for which they are being considered (not specialty/MOS or course graduation prerequisites).

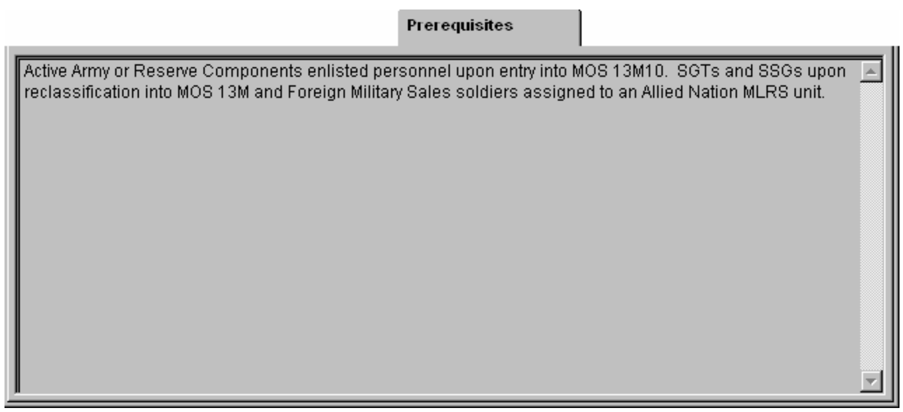


Figure 6-191: Course Phase – Prerequisites Tab

Remarks Tab

The **Remarks** tab (Figure 6-192) is a **block** data tab that is used to enter any information that is required or desired by the proponent.

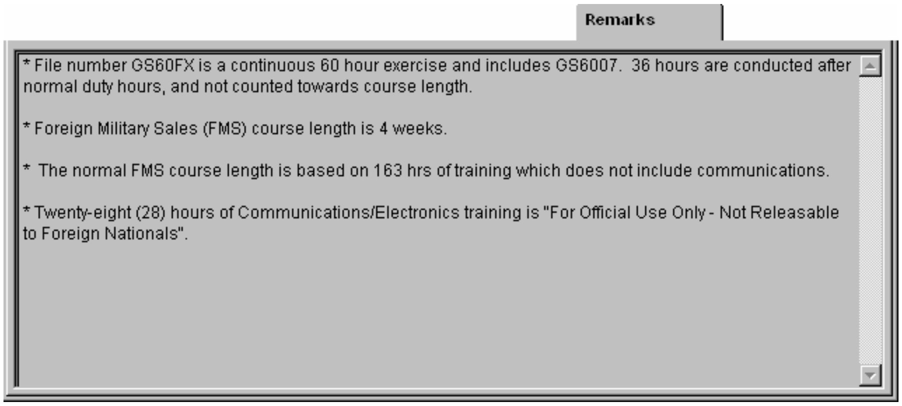


Figure 6-192: Course Phase – Remarks Tab

Supersedes Tab

The **Supersedes** tab (Figure 6-193) is a **block** data tab is used to enter the course Id, phase, version, title, and approval date of the superseded POI. If the POI is not superseded, please enter “None”.

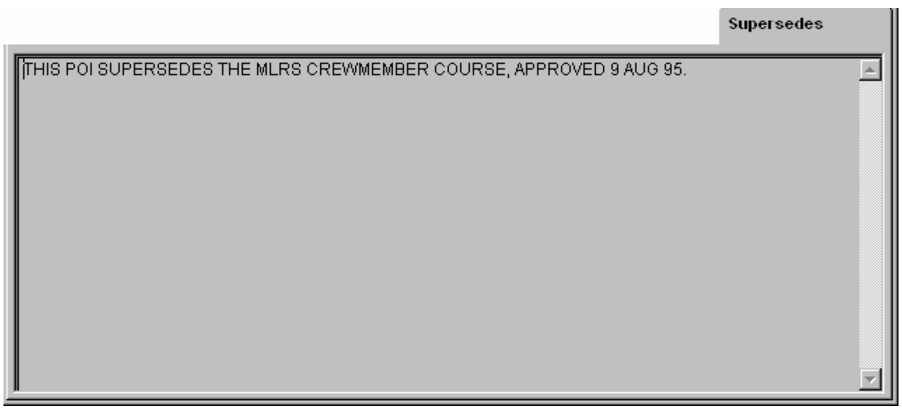


Figure 6-193: Course Phase – Supersedes Tab

Specialties Tab

This is a **picklist** tab (Figure 6-194) that lists the Specialty code and description for which the course provides qualification training, e.g., MOS, AOC, ASI, SQI. This tab is used to link a specialty record(s) to the course.

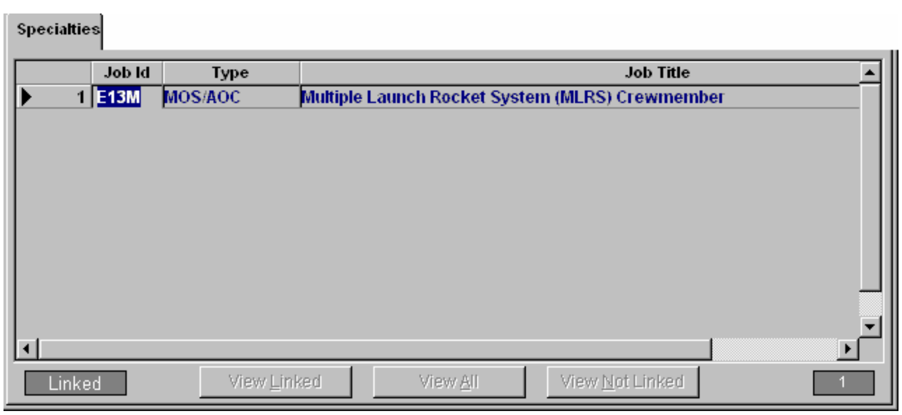


Figure 6-194: Course Phase – Specialties Tab

When the **View All** or **View Not Linked** button is used, the *Jobs/Occupations Filter* screen will display to assist in defining the list of jobs/occupations from which to select. After the filter is selected a listing of Specialties will display. Double-click in the **Job Id** column to link a specialty to the current course.

Supporting ITP Tab

The **Supporting ITP** tab (Figure 6-195) is a **picklist** tab that lists the Individual Training Plan (ITP) code that is directing the course training strategy and requirements; e.g., MOS, AOC. This tab is used to link the appropriate supporting ITP to the course.

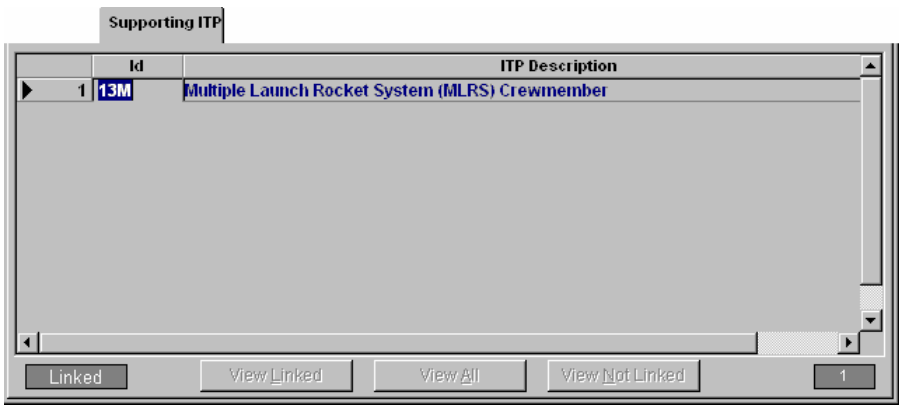


Figure 6-195: Course Phase – Supporting ITP Tab

The following fields appear on this tab

Field	Description
Id	A three-character number signifying a commissioned officer AOC, branch, or functional area; a four-character number signifying a warrant officer MOS; or a three-character number signifying an enlisted MOS.
ITP Description	The title of the ITP that corresponds to the ITP code.

Lesson Distribution Tab

The **Lesson Distribution** tab (Figure 6-196) is a **view-only** tab that shows all of the lessons that are attached to the course and to which modules those lessons are associated, if any.

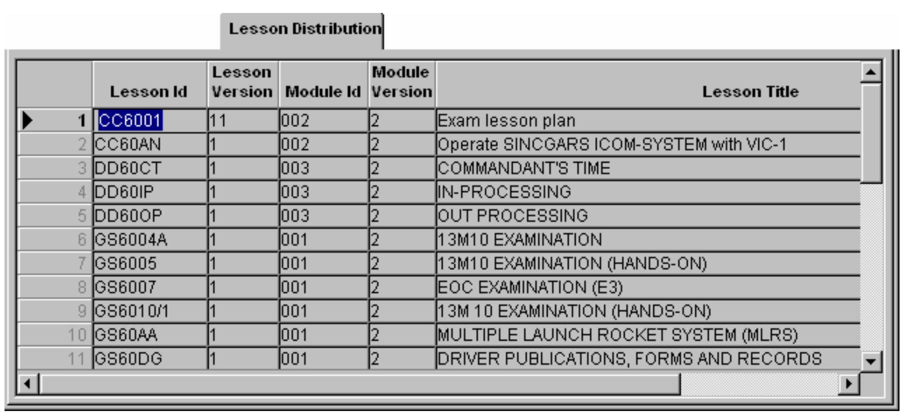


Figure 6-196: Course Phase – Location Distribution Tab

Collective Task Links Tab

The **Collective Task Links** tab (Figure 6-197) is a **view-only** tab and is not editable. This tab shows all the collective tasks attached to the course phase.

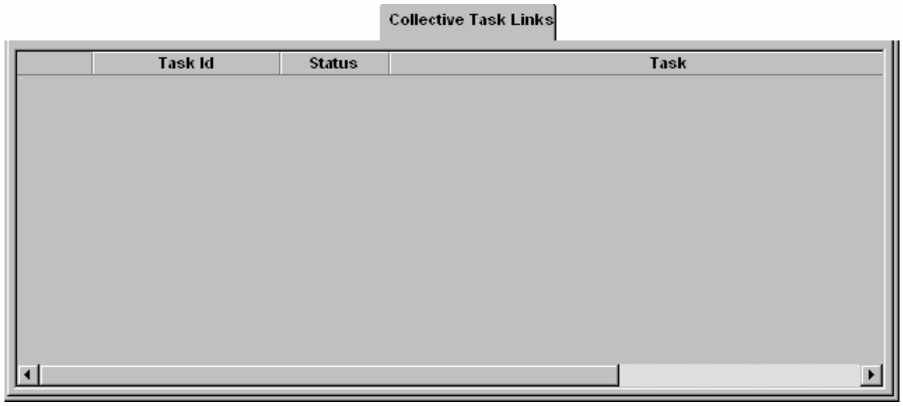


Figure 6-197: Course Phase – Collective Task Links Tab

The following columns appear on this tab:

Field	Description
Task Id	Shows the collective task number Id.
Status	Shows the status of the collective task.
Task:	Shows the title of the collective task.
Lesson Id	Shows the number of the lesson to which the task is linked.
Version	Shows the version of the lesson to which the task is linked.
Taught?	Shows if a task in the lesson is *Taught* or *Supported*.

Individual Task Links Tab

The **Individual Task Links** tab (Figure 6-198) is a **view-only** tab and is not editable. This tab shows all the individual tasks attached to the course phase.

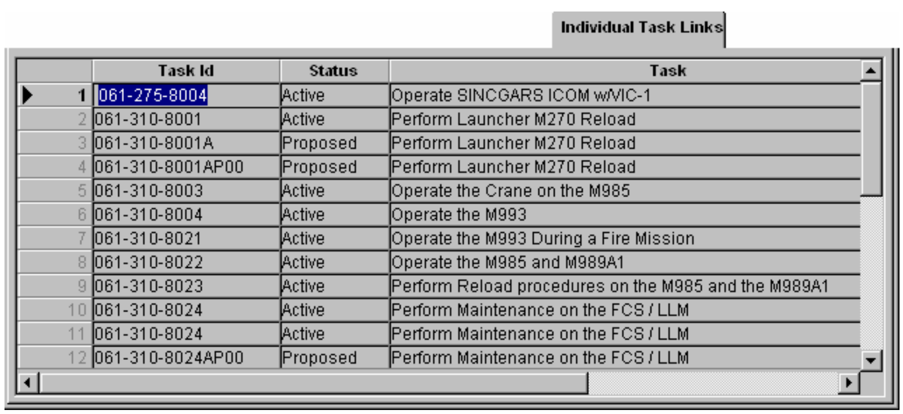


Figure 6-198: Course Phase – Individual Task Links Tab

Back to Main Tabs

This tab returns you to the main set of tabs.

6.11.1.7 Phase/Admin Tab

Approval Tab

The **Approval** tab (Figure 6-199) is a **block** data tab that allows the user to enter information about the approval authority for the phase.

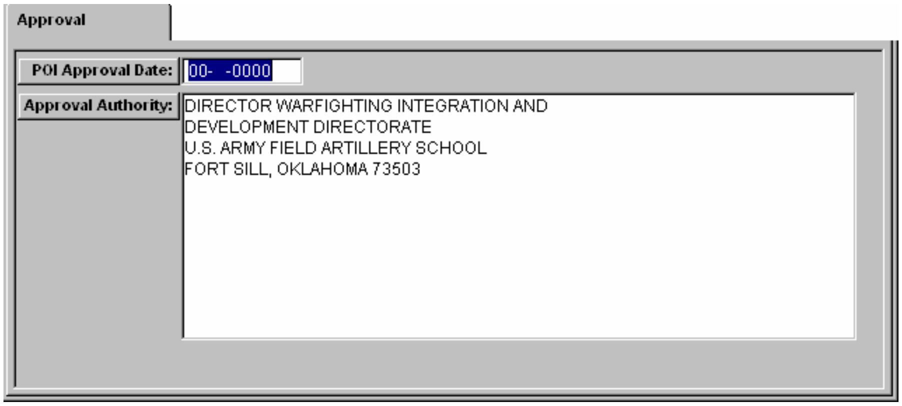


Figure 6-199: Course Phase – Approval Tab

The following fields appear on this tab:

Field	Description
POI Approval Date	The date the POI is approved.
Approval Authority	Indicates the name, title, and agency of the approval authority.

Scope Tab

The **Scope** tab (Figure 6-200) is a **block** data tab that allows the user to enter information about the scope of the phase. If a course contains separately scheduled phases, describe the scope of each phase in a separate paragraph.

Figure 6-200: Course Phase – Scope Tab

Special Information Tab

The **Special Information** tab (Figure 6-201) is a **block** data tab used to type in information pertinent to the selection of students (such as special approval), preparation of orders (such as course length information for specific students), or for explaining a course phase(s).

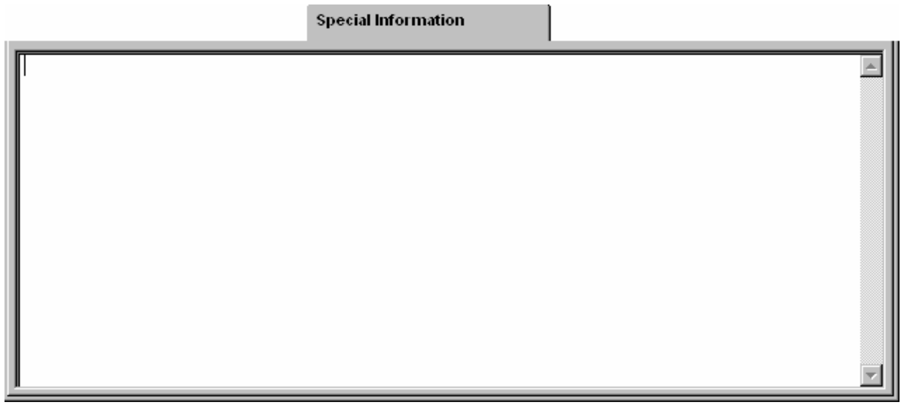


Figure 6-201: Course Phase – Special Information Tab

Curriculum Tab

The **Curriculum** tab (Figure 6-202) is a **block** data tab that is used to enter other courses supporting this area of training. For example, you might add "soldering" for an electrical MOS course. This is for information purposes only, and any information entered on this tab will not be displayed in any POI report.

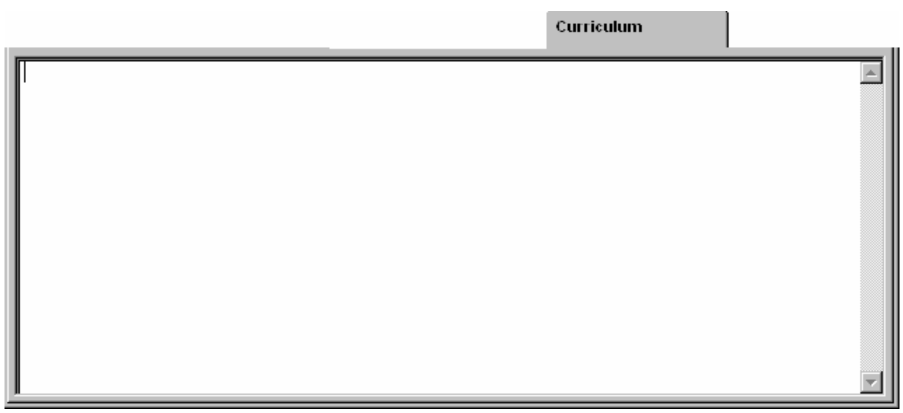


Figure 6-202: Course Phase – Curriculum Tab

Remarks Tab

The **Remarks** tab (Figure 6-203) is a **block** data tab that can contain textual information required by other entries or as desired by the proponent.

Figure 6-203: Course Phase – Remarks Tab

Supersedes Tab

The **Supersedes** tab (Figure 6-204) is a **block** data tab that allows the user to enter the supersession statement for the selected phase.

Figure 6-204: Course Phase – Supersedes Tab

Prerequisites Tab

The **Prerequisites** tab (Figure 6-205) is a **block** data tab used to identify the training that must be successfully completed to qualify for entry into a succeeding phase.

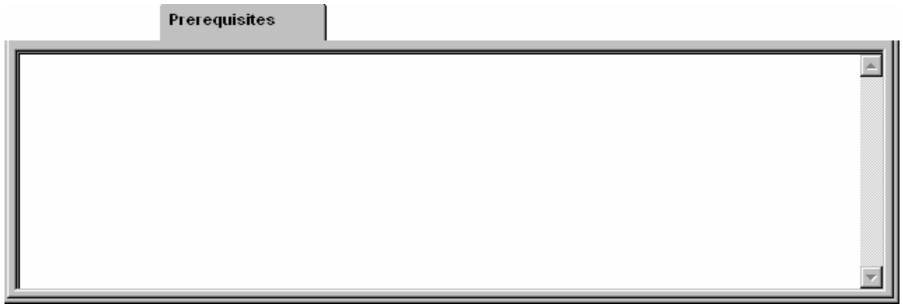


Figure 6-205: Course Phase – Prerequisites Tab

Lesson Sequence Tab

The **Lesson Sequence** tab (Figure 6-206) is a insert tab that is used to enter the sequence in which lessons are taught.

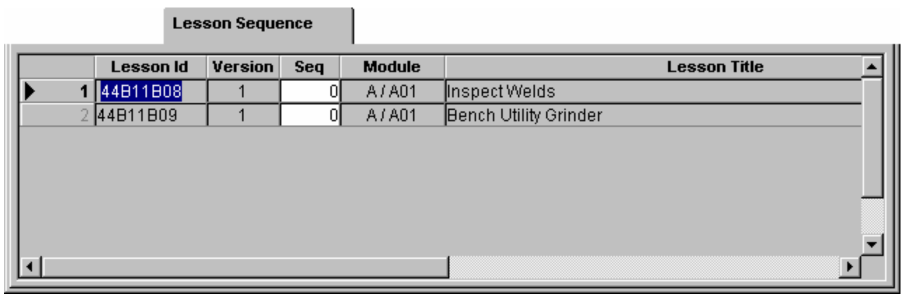


Figure 6-206: Course Phase – Lesson Sequence Tab

Memo of Transmittal Tab

The **Memo of Transmittal** tab (Figure 6-207) is a **block** data tab is used to enter the Memo of Transmittal. It accompanies a CAD or POI when forwarded to HQ TRADOC for review. Although the Memorandum of Transmittal is not part of a POI or CAD, it does provide course information and/or outline proposed changes (e.g., Course ID, Title, Optimum Class Size, etc.)

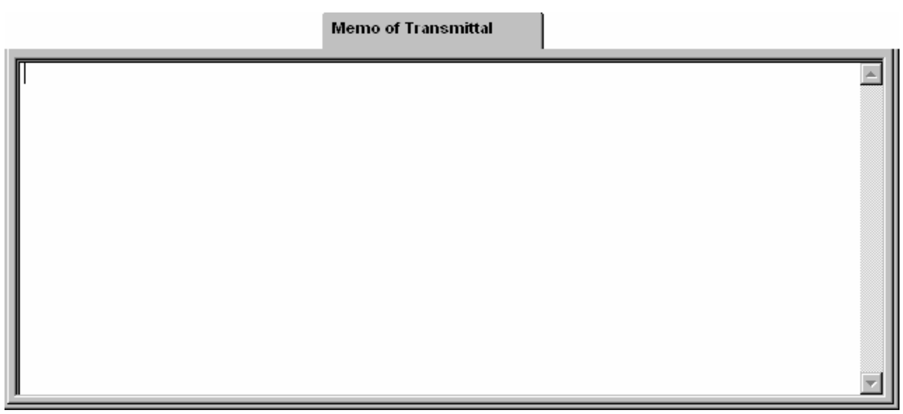


Figure 6-207: Course Phase – Memo of Transmittal Links Tab

HQ Memo Tab

The **HQ Memo** tab (Figure 6-208) contains comments from HQ TRADOC based upon a review of the POI. Most users will not have write access to this tab as this is reserved for HQ TRADOC use only.

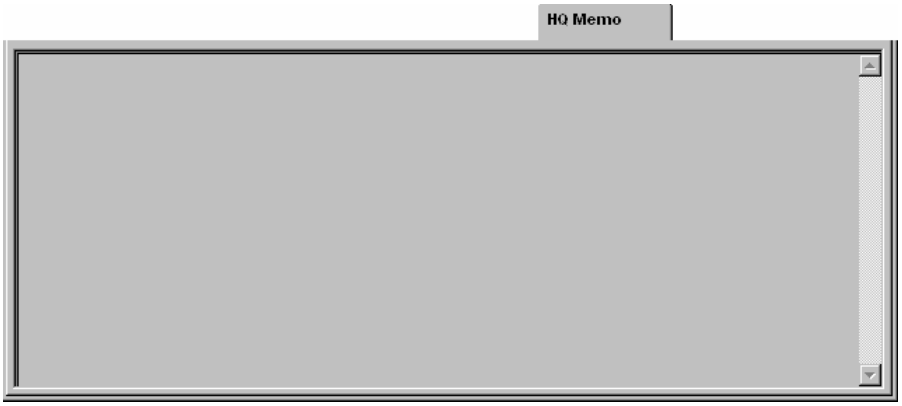


Figure 6-208: Course Phase – HQ Memo Tab

Back to Main Tab

This tab returns you to the main set of tabs.

6.11.1.8 Distance Learning Tab

General Information and Definitions Tab

The **General Information and Definitions** tab (Figure 6-209) is a **view-only** tab that contains general information and definitions about distance learning.

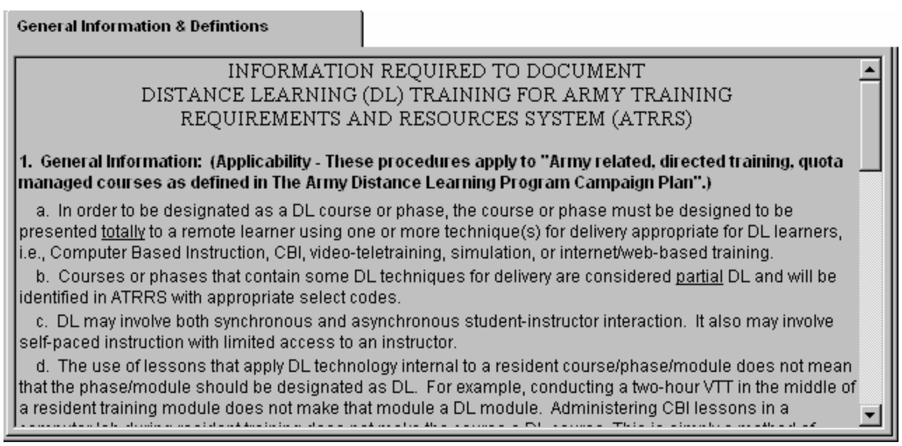


Figure 6-209: Course Phase – General Information & Definitions Tab

Required Information Tab

The **Required Information** tab (Figure 6-210) contains several fields of information that need to be completed in order to meet the requirements of a distance learning course.

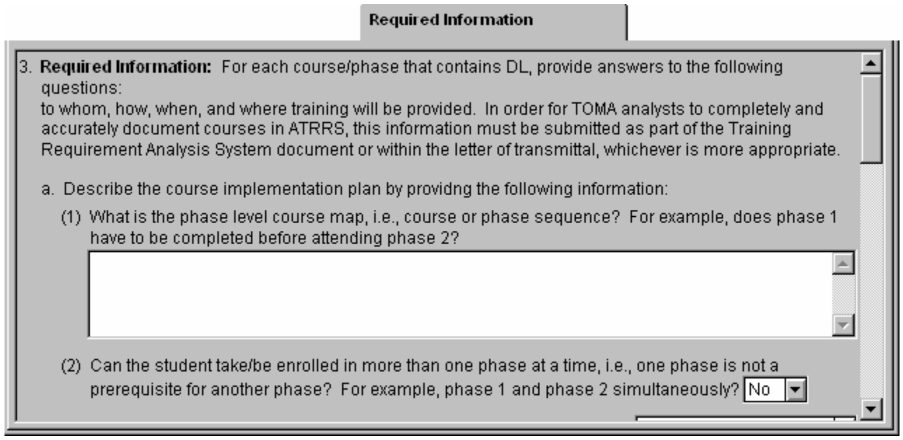


Figure 6-210: Course Phase – Required Information Tab

Back to Main Tabs

This tab returns the user to the main set of tabs.

6.11.1.9 Modules Tab

The **Modules** tab (Figure 6-211) is a **drill-down** tab that contains information about the modules attached to the course. To view related data pertaining to the record at the **Modules** tab folder, select the **Data/Related Data** menu option or the **Related Data** toolbar button.

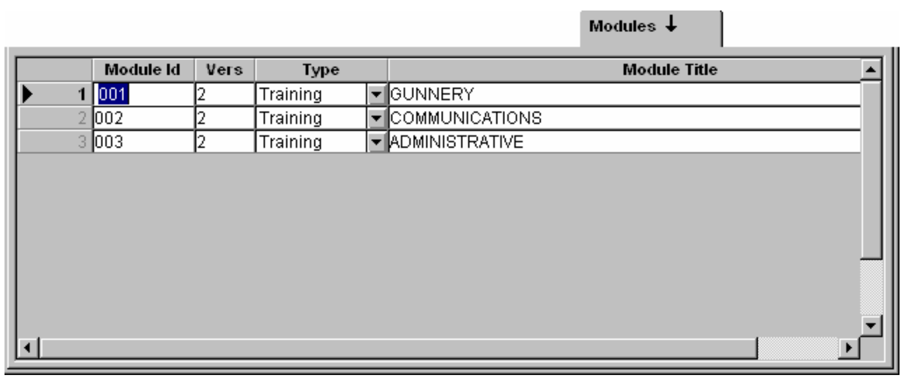


Figure 6-211: Course Phase – Modules Tab

The following fields appear on this tab:

Field	Description
Module Id	This identifies a module. The module Id may contain as many as eight characters consisting of letters, numbers, or a combination of both.
Vers	This identifies the version of the module. The Version Id may contain as many as four characters consisting of letters, numbers, or a combination of both.
Type	Identifies the module type as *Training (T)*, or *Mandatory (M)*. The system default is *T (Training)*.
Module Title	This identifies the name of the module. The module name may contain as many as 70 characters, consisting of letters, numbers, or a combination of both.

Module Detail Tab

The **Module Detail** tab (Figure 6-212) shows the Type and Title of the module. This information was carried over from the previous window. However, this detail tab will allow the user the ability of changing the module title and type again, if desired.

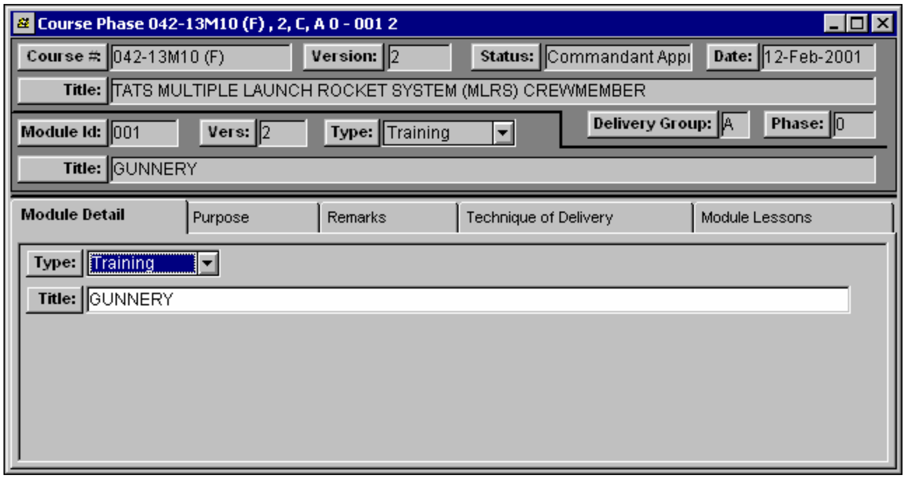


Figure 6-212: Course Phase – Modules – Module Detail Tab

The following fields appear on this tab:

Field	Description
Type	Identifies the module type as *Training (T)*, or *Mandatory (M)*. The system default is *T (Training)*.
Title	This identifies the name of the module. The module name may contain as many as 70 characters, consisting of letters, numbers or a combination of both.

Purpose Tab

The **Purpose** tab (Figure 6-213) is a **block** data tab used to indicate the purpose of the module. The module purpose is a concise statement describing the reasons for grouping the attached lessons; e.g., instructor qualifications, equipment requirements, etc.

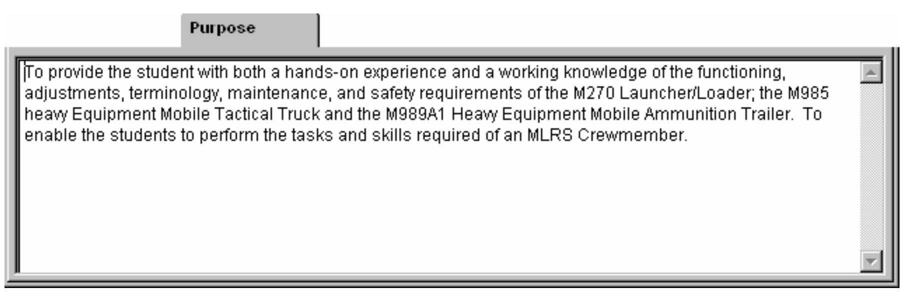


Figure 6-213: Course Phase – Purpose Tab

Remarks Tab

The **Remarks** tab (Figure 6-214) is a **block** data tab used to enter textual information that is required by other entries or as desired by the proponent.

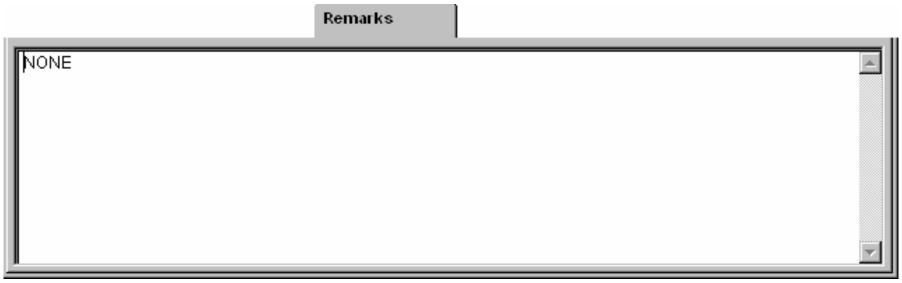


Figure 6-214: Course Phase – Remarks Tab

Technique of Delivery Tab

The **Technique of Delivery** tab is a **view-only** tab that lists the Techniques of Delivery and times associated with the module.

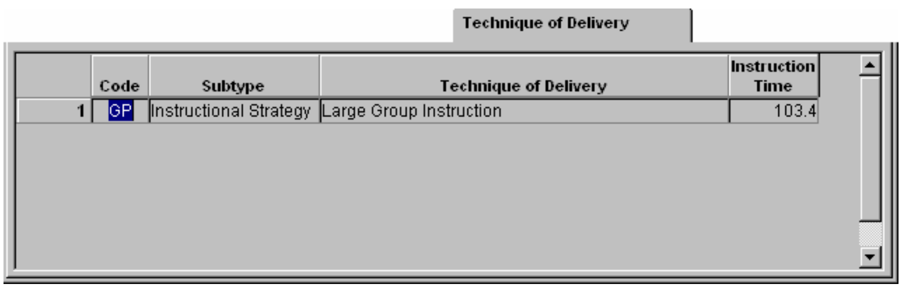


Figure 6-215: Course Phase – Technique of Delivery Tab

The following fields appear on this tab:

Field	Description
Code	A two-character code that identifies the Technique of Delivery Code.
Subtype	Identifies the Technique of Delivery Subtype.
Technique of Delivery	The name of the technique of delivery.
Instruction Time	This identifies the hours assigned to a single technique of delivery.

Module Lessons Tab

The **Module Lessons** tab (Figure 6-216) is a **picklist** tab that allows the user to link lessons to a course/phase/module. By clicking the **Related Data** button, the user can access additional information about the lesson.

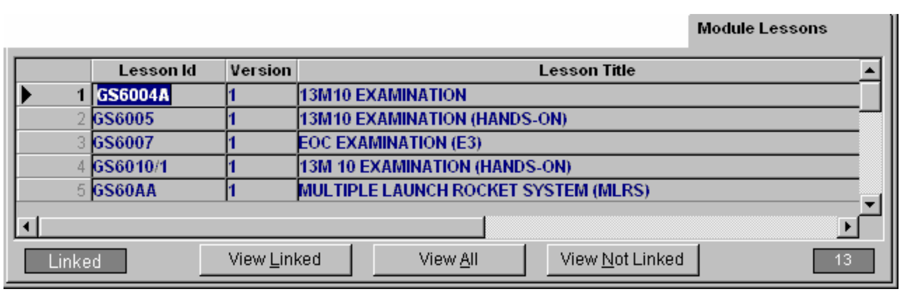


Figure 6-216: Course Phase – Module Lessons Tab

The following fields appear on this tab:

Field	Description
Lesson Id	This identifies the lesson identification number.
Version	This identifies the lesson version.
Lesson Title	This identifies the lesson title.
Technique of Delivery	The name of the technique of delivery.
Sequence	Indicates the sequence of the lessons.
Transition Statement	Used to enter the state used to transition from one lesson to another.

6.11.1.10 Subcourses Tab

The **Subcourses** tab (Figure 6-217) is a **picklist** tab used to link subcourses to a course.

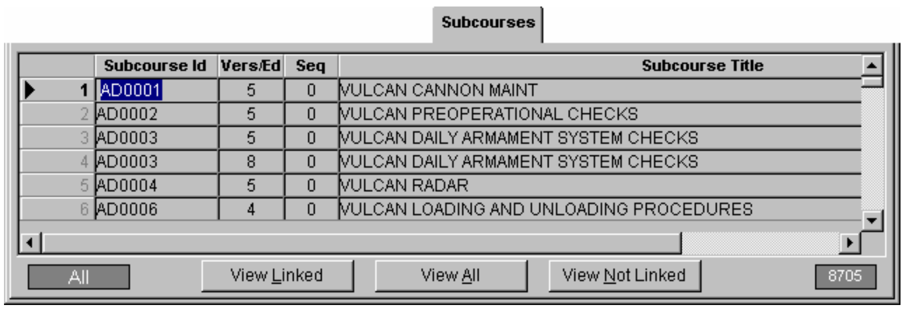


Figure 6-217: Course Phase – Subcourses Tab

6.11.1.11 Lesson Distribution Tab

The **Lesson Distribution** tab (Figure 6-218) is a **view-only** tab and is not editable. This tab shows all the lesson linkages made to the selected Course Master. All lessons linked to the master should be linked to a module within every delivery group. It will also display lessons that have not been linked through a Module with "dashes" (--) and the word "none" (<none>) in the **Module Id** field:

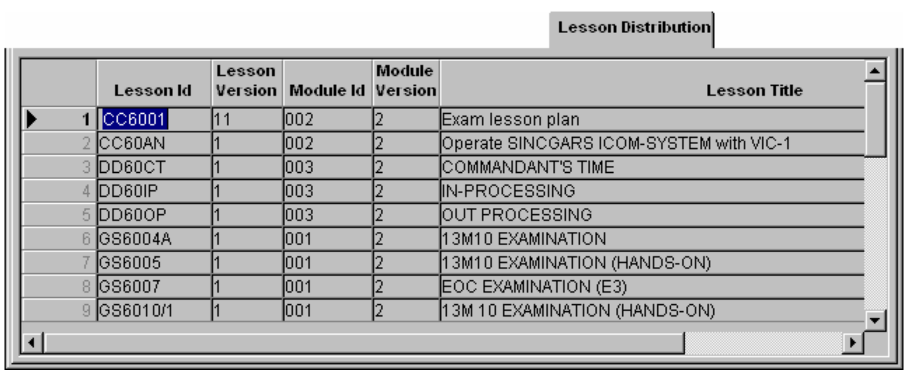


Figure 6-218: Course Phase – Lesson Distribution Tab

This tab provides a means for the user to ensure all the required lessons for the course are linked. If a lesson is not required to be taught in this course, the user can remove it from this listing by returning to the **Lesson Links** tab and unlinking that particular lesson. After unlinking it from the **Lesson Links** tab, it will no longer appear in the **Lesson Distribution** tab.

6.11.1.12 Techniques of Delivery Tab

The **Techniques of Delivery** tab (Figure 6-219) is a **view-only** tab that lists all of the techniques of delivery used in all of the modules associated with the course/phase.

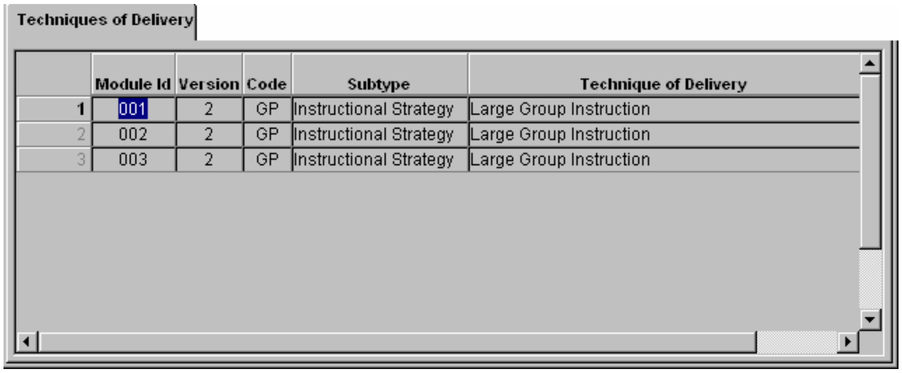


Figure 6-219: Course Phase – Techniques of Delivery Tab

6.11.1.13 Projected Resources Tab

These tabs allow the user to link various resources to the course.

Facilities Tab

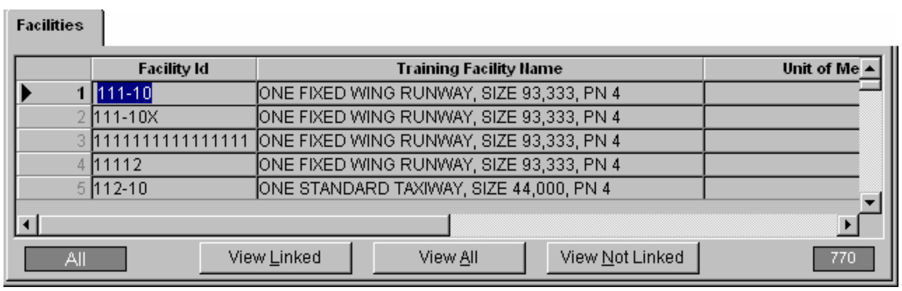


Figure 6-220: Course Phase – Projected Resources: Facilities Tab

The following fields appear on this tab:

Field	Description
Facility Id	The identification code for the selected facility.
Training Facility Name	The name of the facility.
Unit of Measure	A code that represents the reporting requirements for the unit of measure of a facility category.
Quantity	Indicates how many of the given resource are required.
Hours	The sum total of hours a single facility is used to support the learning steps/activities.
Remarks	Enter remarks required by other entries or as desired by the proponent.

Equipment Tab

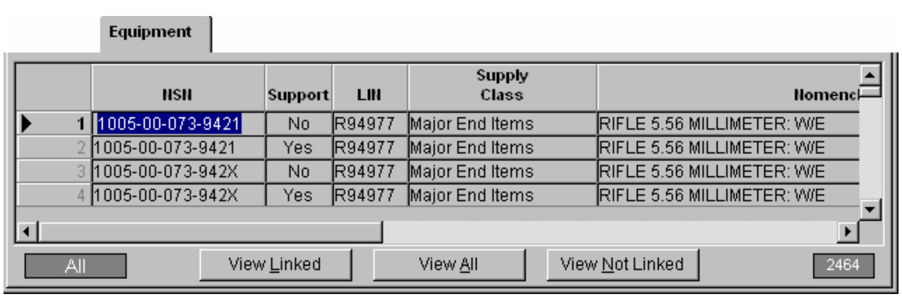


Figure 6-221: Course Phase – Projected Resources: Equipment Tab

The following fields appear on this tab:

Field	Description
NSN	The National Stock Number (NSN) of the equipment item used during training.
Support	Indicates *Yes* if the equipment item is critical to training.
LIN	The Line Item Number of the equipment used to train the student.
Supply Class	The class of the supply to which the item number belongs.
Nomenclature	The name of the equipment item used during training.
Quantity	The number of the equipment item(s) required for training.
OPTEMPO Miles	The OPTEMPO miles identify the sum total of miles the equipment will travel during a training session. All equipment generating significant operating and support cost has an established operating tempo. *Do not include the distance traveled to and from the training location.*
OPTEMPO Hours	The OPTEMPO hours/duration identifies the sum total of time the equipment is used to support training. All equipment generating significant operating and support cost has an established operating tempo. *Do not include the time used to move the equipment to and from the training location.*
Remarks	Enter remarks required by other entries or as desired by the proponent.

Instructor Type Tab

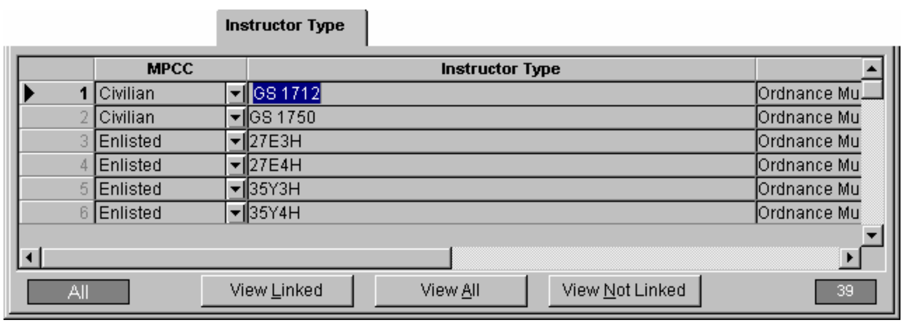


Figure 6-222: Course Phase – Projected Resources: Instructor Type Tab

The following fields appear on this tab:

Field	Description
MPCC	Identifies the Military Personnel Category Code (Enlisted, Warrant Officer, all Army, or Civilian) of the support personnel.
Instructor Type	Identifies the support instructor type.
School	Identifies the school from which the instructors come.
Quantity	Identifies the number of support instructors needed.
Remarks	Enter remarks required by other entries or as desired by the proponent.

Support Personnel

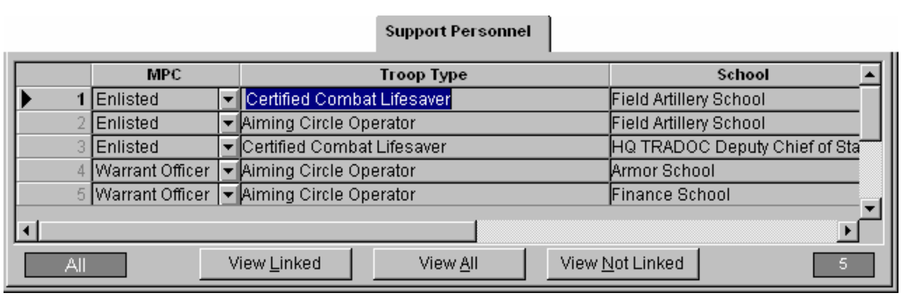


Figure 6-223: Course Phase – Projected Resources: Support Personnel Tab

The following fields appear on this tab:

Field	Description
MPC	Identifies the Military Personnel Category Code (Enlisted, Warrant Officer, all Army, or Civilian) of the support personnel.
Troop Type	Identifies the type associated with the support personnel code.
School	Identifies the school from which the personnel come.
Quantity	Identifies the amount of support personnel required to conduct the training.
Man Hrs	Identifies the total support personnel man-hours.
Remarks	Enter remarks required by other entries or as desired by the proponent.

TADSS Tab

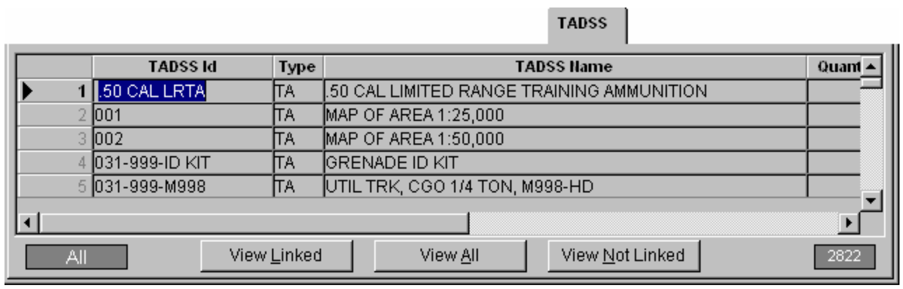


Figure 6-224: Course Phase – Projected Resources: TADSS Tab

The following fields appear on this tab:

Field	Description
TADSS Id	The identification number for the training aid item used during a lesson.
Type	Identifies the type of the TADSS.
TADSS Name	Identifies the TADSS item by name.
Quantity	The quantity is the largest quantity of a specified TADSS item.
Remarks	Enter remarks required by other entries or as desired by the proponent.

DODIC Tab

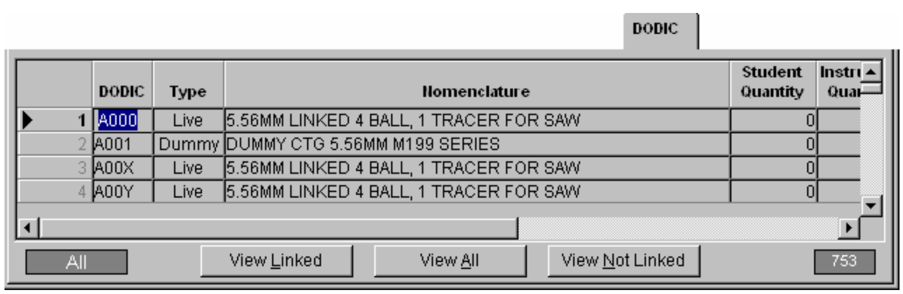


Figure 6-225: Course Phase – Projected Resources: DODIC Tab

The following fields appear on this tab:

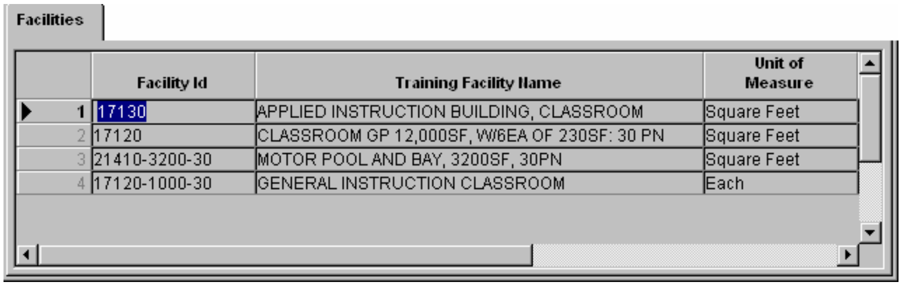
Field	Description
DODIC	Identifies ammunition by the DODIC. The DODIC ID consists of a letter and three numbers added to the ammunition stock number to show interchangeability of the item.
Type	Identifies the ammunition as *Live*, *Dummy*, or *Inert*.
Nomenclature	Identifies the ammunition item by name.
Student Quantity	The amount of ammunition required per student to support the learning steps/activities and meet the TLO standard.
Instructor Quantity	The quantity of ammunition required per instructor(s) for demonstration/instructor support of the learning steps/activities.
Support Quantity	The quantity of ammunition required for support activities.
Remarks	Enter remarks required by other entries or as desired by the proponent.

Back to Main Tabs

This returns the user to the main set of tabs.

6.11.1.14 Lesson Resources Tab

Facilities Tab



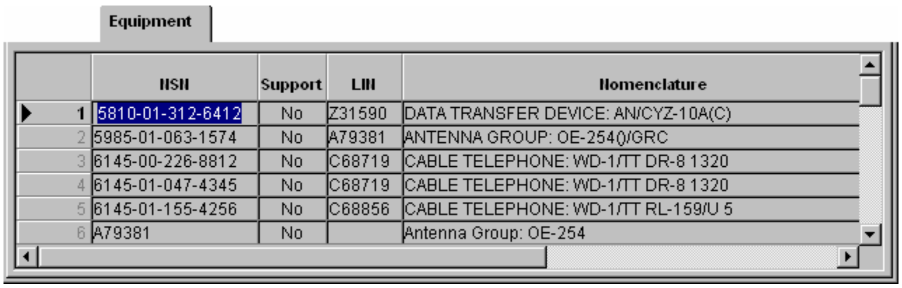
Facilities

	Facility Id	Training Facility Name	Unit of Measure
1	17130	APPLIED INSTRUCTION BUILDING, CLASSROOM	Square Feet
2	17120	CLASSROOM GP 12,000SF, W/6EA OF 230SF: 30 PN	Square Feet
3	21410-3200-30	MOTOR POOL AND BAY, 3200SF, 30PN	Square Feet
4	17120-1000-30	GENERAL INSTRUCTION CLASSROOM	Each

Figure 6-226: Course Phase – Lesson Resources: Facilities Tab

See section 6.11.1.13 for more information about the fields on this tab.

Equipment Tab



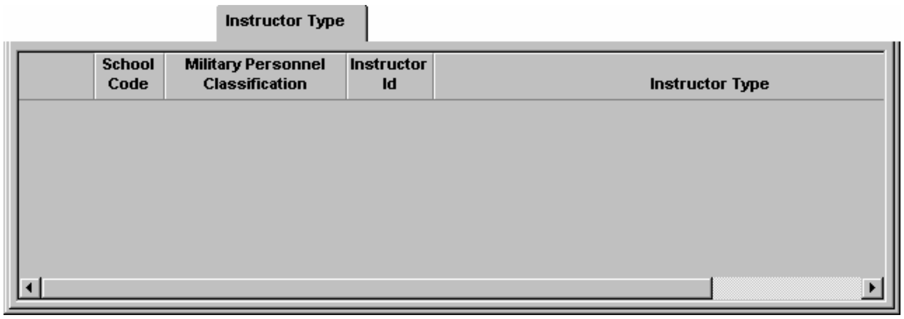
Equipment

	NSN	Support	LIN	Nomenclature
1	5810-01-312-6412	No	Z31590	DATA TRANSFER DEVICE: AN/CYZ-10A(C)
2	5985-01-063-1574	No	A79381	ANTENNA GROUP: OE-254()/GRC
3	6145-00-226-8812	No	C68719	CABLE TELEPHONE: WD-1/TT DR-8 1320
4	6145-01-047-4345	No	C68719	CABLE TELEPHONE: WD-1/TT DR-8 1320
5	6145-01-155-4256	No	C68856	CABLE TELEPHONE: WD-1/TT RL-159/U 5
6	A79381	No		Antenna Group: OE-254

Figure 6-227: Course Phase – Lesson Resources: Equipment Tab

See section 6.11.1.13 for more information about the fields on this tab.

Instructor Type Tab



Instructor Type

	School Code	Military Personnel Classification	Instructor Id	Instructor Type

Figure 6-228: Course Phase – Lesson Resources: Instructor Type Tab

See section 6.11.1.13 for more information about the fields on this tab.

Supporting Personnel Tab

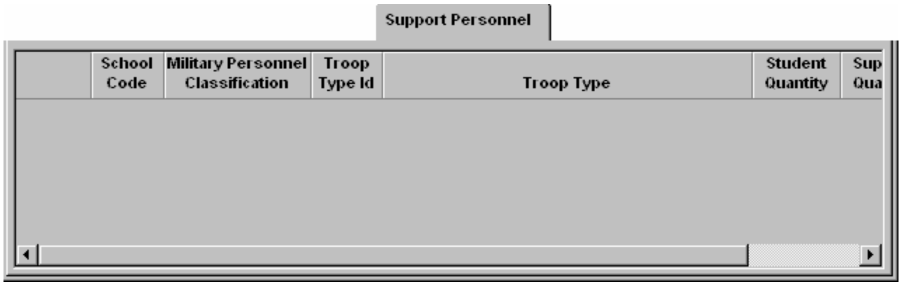


Figure 6-229: Course Phase – Lesson Resources: Supporting Personnel Tab

See section 6.11.1.13 for more information about the fields on this tab.

TADSS Tab

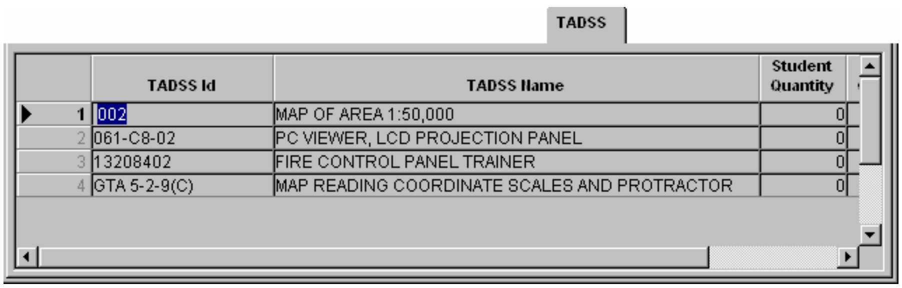


Figure 6-230: Course Phase – Lesson Resources: TADSS Tab

See section 6.11.1.13 for more information about the fields on this tab.

DODIC Tab

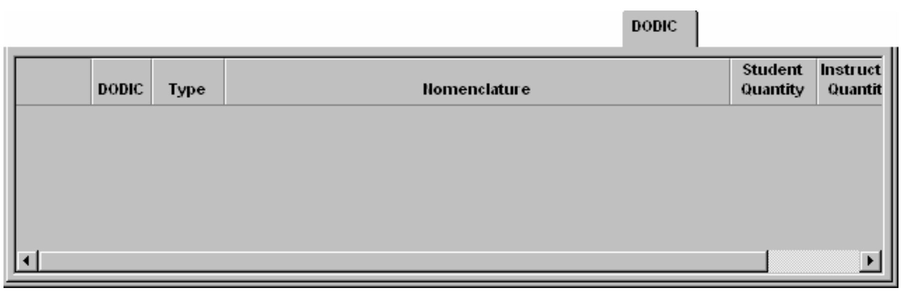


Figure 6-231: Course Phase – Lesson Resources: DODIC Tab

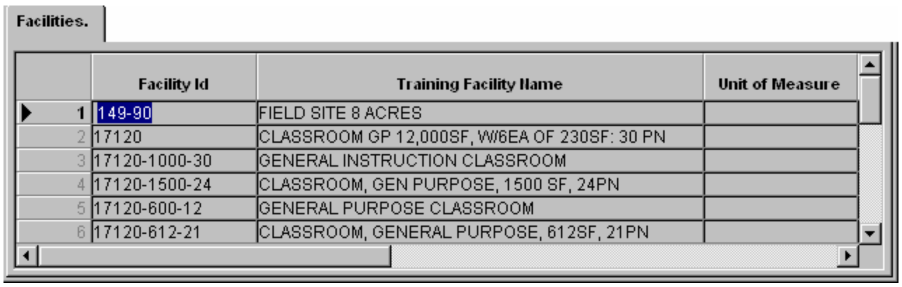
See section 6.11.1.13 for more information about the fields on this tab.

Back to Main Tabs

This returns the user to the main set of tabs.

6.11.1.15 Validated Resources Tab

Facilities Tab



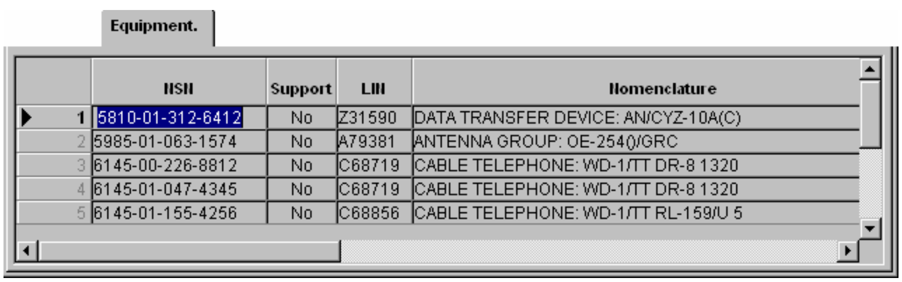
Facilities.

	Facility Id	Training Facility Name	Unit of Measure
1	149-90	FIELD SITE 8 ACRES	
2	17120	CLASSROOM GP 12,000SF, W/6EA OF 230SF: 30 PN	
3	17120-1000-30	GENERAL INSTRUCTION CLASSROOM	
4	17120-1500-24	CLASSROOM, GEN PURPOSE, 1500 SF, 24PN	
5	17120-600-12	GENERAL PURPOSE CLASSROOM	
6	17120-612-21	CLASSROOM, GENERAL PURPOSE, 612SF, 21PN	

Figure 6-232: Course Phase – Validated Resources: Facilities Tab

See section 6.11.1.13 for more information about the fields on this tab.

Equipment Tab



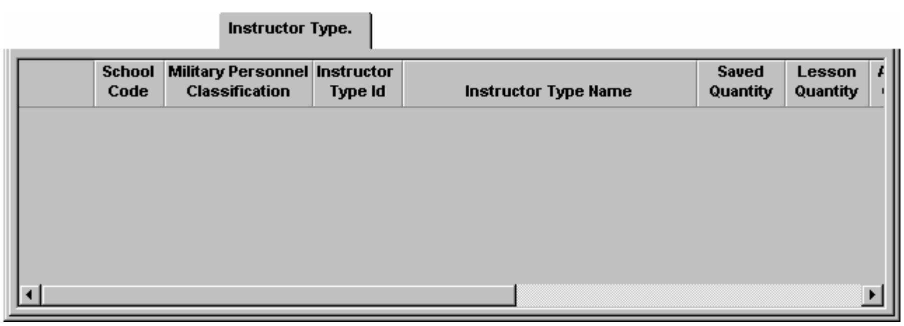
Equipment.

	NSN	Support	LIN	Nomenclature
1	5810-01-312-6412	No	Z31590	DATA TRANSFER DEVICE: AN/CYZ-10A(C)
2	5985-01-063-1574	No	A79381	ANTENNA GROUP: OE-254()/GRC
3	6145-00-226-8812	No	C68719	CABLE TELEPHONE: WD-1/TT DR-8 1320
4	6145-01-047-4345	No	C68719	CABLE TELEPHONE: WD-1/TT DR-8 1320
5	6145-01-155-4256	No	C68856	CABLE TELEPHONE: WD-1/TT RL-159/U 5

Figure 6-233: Course Phase – Validated Resources: Equipment Tab

See section 6.11.1.13 for more information about the fields on this tab.

Instructor Type Tab



Instructor Type.

	School Code	Military Personnel Classification	Instructor Type Id	Instructor Type Name	Saved Quantity	Lesson Quantity

Figure 6-234: Course Phase – Validated Resources: Instructor Type Tab

See section 6.11.1.13 for more information about the fields on this tab.

Supporting Personnel Tab

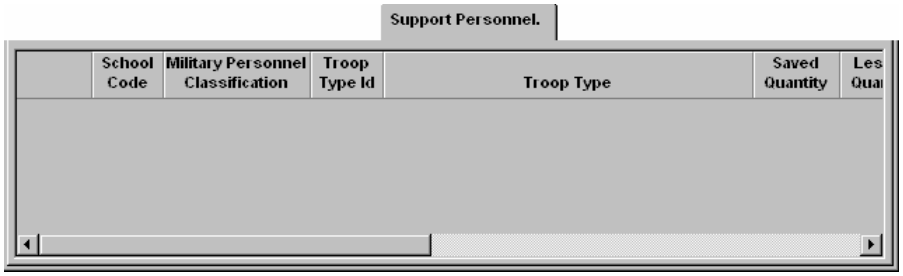


Figure 6-235: Course Phase – Validated Resources: Support Personnel Tab

See section 6.11.1.13 for more information about the fields on this tab.

TADSS Tab

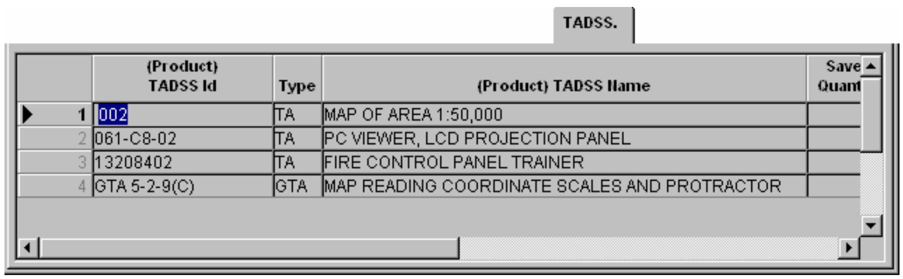


Figure 6-236: Course Phase – Validated Resources: TADSS Tab

See section 6.11.1.13 for more information about the fields on this tab.

DODIC Tab

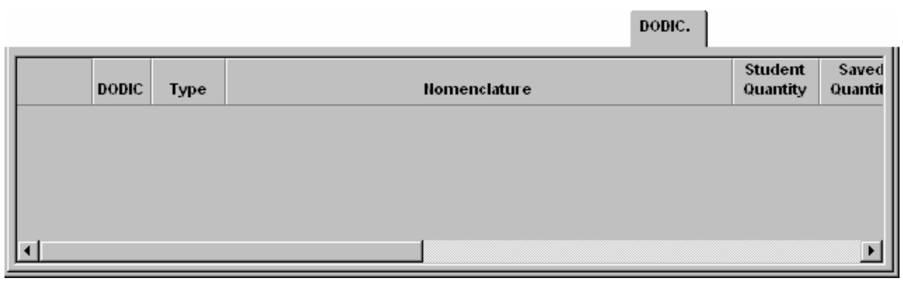


Figure 6-237: Course Phase – Validated Resources: DODIC Tab

See section 6.11.1.13 for more information about the fields on this tab.

Back to Main Tab

This returns the user to the main set of tabs.

6.12 Manage Course – Delivery Group/Phases

The *Course Delivery Group/Phase Management* grid is the result of selecting the **Manage Course Delivery Group/Phase** option from the **Individual** Module of the **Power Panel**. This option is available to selective users only. It has limited options available as compared to most grid view windows throughout the ASAT program.

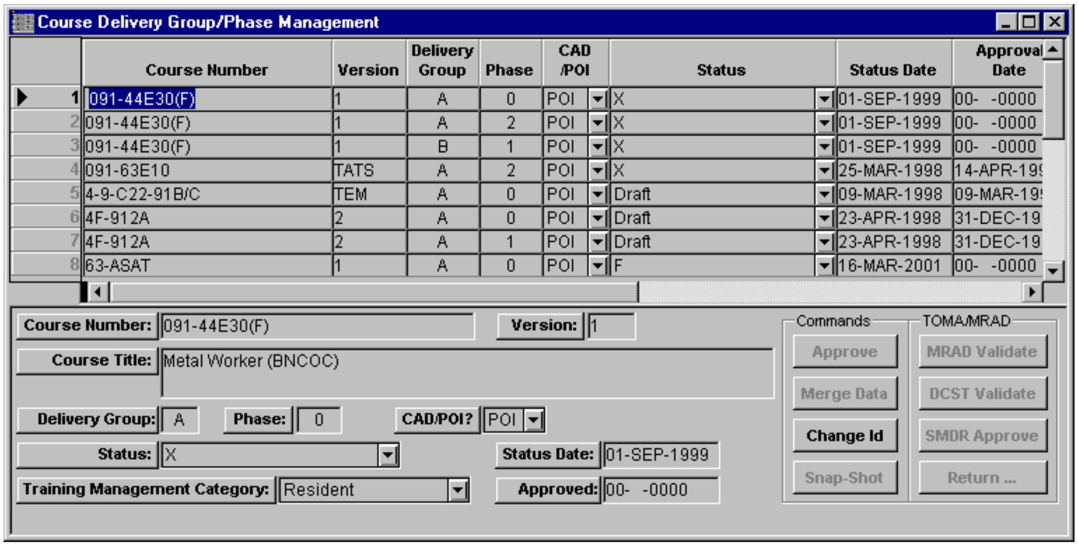


Figure 6-238: Manage Course – Delivery Group/Phase Grid

The **Related Data** information available from this tab is the same as the **Create/Edit Course – Delivery Group/Phases** option (see Section 6.11).

Depending upon the user group rights, the following options are available at this window, listed under the *Commands* and *TOMA MRAD* section of the grid view

Commands	Description
Approve	Allows the proponents to approve a CAD/POI, by changing it from “draft” to “Commandant Approved”.
Merge Data	Allows the proponents to move DCST Validated and SMDR Approved data into their “Commandant Approved CAD/POI”, to have a single document containing all data.
Change Id	Allows the proponents to change the course number and version for a CAD/POI.
Snap-Shot	Allows the proponents to add to their database a saved “record” at any time for whatever reason a user may have.

TOMA MRAD	Description
MRAD Validate	The CAD/POI information as validated by the HQ TRADOC, DCSRM, Manpower Requirements Analysis Division or the corresponding equivalent for non-TRADOC activities (e.g., JFKSWC, AMEDD, FORSCOM).
DCST Validate	The CAD/POI information as validated by the HQ TRADOC, DCSRM, Manpower Requirements Analysis Division or the corresponding equivalent for non-TRADOC activities (e.g., JFKSWC, AMEDD, FORSCOM).
SMDR Approve	The CAD/POI information as validated by the HQDA, DCSPER, G1 at the Structure Manning Decision Review (SMDR).
Return…	Allows the user to return the CAD/POI back to the proponent with a status of either “Returned for Action” or “Returned without Action” statement selected.

6.13 Create/Edit Sub-Courses

From the Power Panel, select the **Individual** menu option. Double-click on **Create/Edit Sub-Courses**.

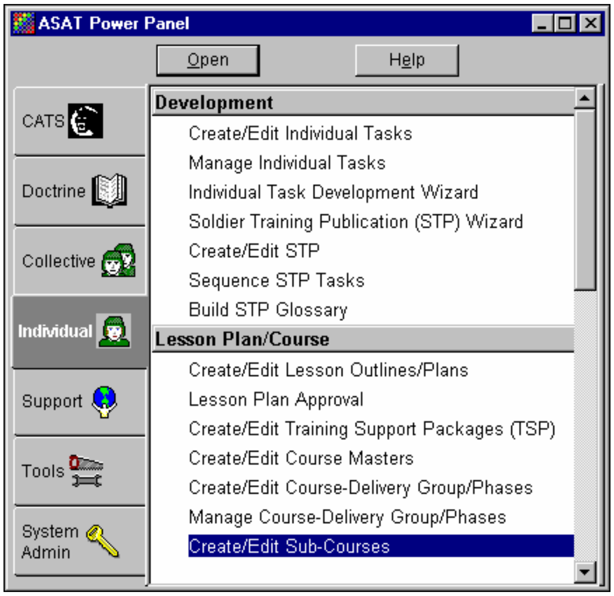


Figure 6-239: Power Panel – Create/Edit Sub-Courses

The next window that appears is the *Specify Filter Criteria for Sub-Course* screen (Figure 6-240):

Figure 6-240: Filter Screen for Sub-Courses

6.13.1 The Sub-Course Maintenance Grid

The *Sub-Course Maintenance* grid (Figure 6-241) is populated according to the filter selected on the previous screen. From this screen, you can add (insert), delete, or copy sub-courses. Refer to section 9.3 for an explanation and procedures on using grids.

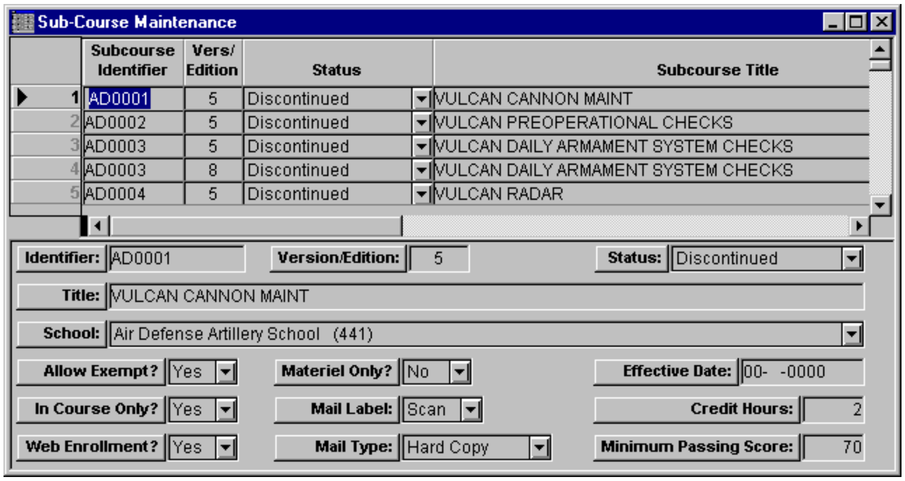


Figure 6-241: Sub-Course Maintenance Grid

To insert a new sub-course, select the **Insert Record** toolbar button from the main toolbar or choose the **Data** menu and select **Insert Record**. This will create a new row with editable fields (they will have a white background.) You can now either insert data directly into the table or use the entry fields provided beneath the table.

Once all pertinent data has been entered, save the new record. Refer to section 6.14.1.1 for descriptions of the fields. The system will prompt you to save the record if you try to exit the record without saving. Once you have saved the record, go to the **Sub-Course Data** tab to enter more information. This is done by selecting the **Data** menu and choosing the **Related Data** option or by clicking on the **Related Data** toolbar button from the main toolbar. The **Sub-Course** tab folder (Figure 6-242) appears.

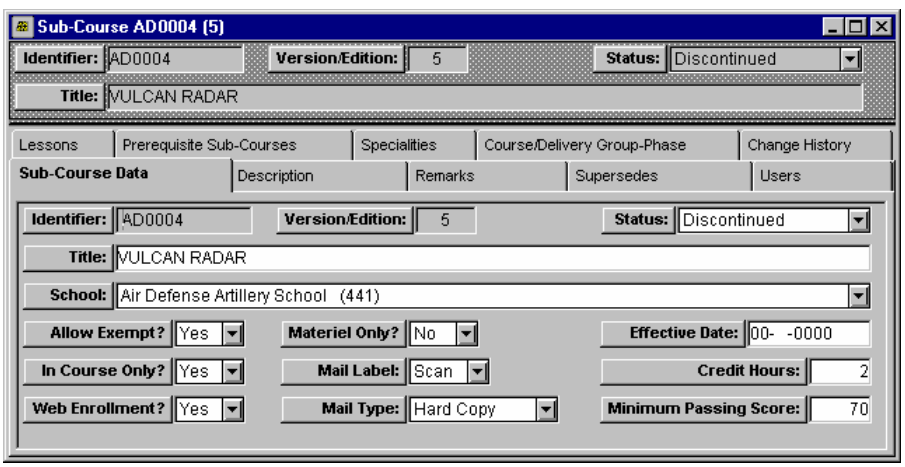


Figure 6-242: Sub-Course Tab Folder

There are ten tabs found within the **Sub-Course** tab folder. These are the **Sub-Course Data**, **Description**, **Remarks**, **Supersedes**, **Users**, **Lessons**, **Prerequisite Sub-Courses**, **Specialties**, **Course/Delivery Group-Phase**, and **Change History** tabs.

6.13.1.1 Sub-Course Data Tab

This is the same information that was displayed on the *Sub-Course Maintenance* grid. Use this detail data tab to edit the information previously entered on the sub-course. The fields on this window (shown in Figure 6-242) are as follows:

Field	Description
Identifier	Enter the subcourse identification number. The maximum character entry length for this field is 25 characters (mandatory entry for new records).
Version/Edition	Enter the subcourse version edition number (e.g., 1, 2, 3, etc.). The maximum character entry for this field is 4 characters (mandatory entry).
Status	Select the status of this subcourse from the dropdown selection box. Choices are: *Current*, *Discontinued*, *Obsolete*, and *Under Development*.
Title	Enter the subcourse title.
School	Indicates the proponent of the subcourse.
Allow Exempt?	Indicates whether a proponent school will allow a subcourse to be exempted from a student's future enrollments.
Material Only?	Identifies whether the nonresident subcourse is material only (no testable component available.)
Effective Date	Indicates the starting effective date of the subcourse.
In Course Only?	Indicates whether the subcourse can only be taken as part of a course enrollment.
Mail Label	Identifies what form to print the student address on for shipment of a nonresident training subcourse.
Credit Hours	The credit hour is the basic work unit for correspondence course work. The number of credit hours assigned to a subcourse is the estimated time required for an average student to read the material and complete all exercises and the examination. Credit hours are awarded upon successful completion of the subcourse.
Web Enrollment?	Indicates whether the subcourse can be enrolled in on-line.
Mail Type	Identifies the delivery method of nonresident training subcourse.
Minimum Passing Score	Indicates minimum quantity of percentage points an individual must accumulate on an examination in order to be considered as passing the examiniation.

6.13.1.2 Description Tab

The **Description** tab (Figure 6-243) is a **block** data tab used to enter a description or summary of the sub-course.

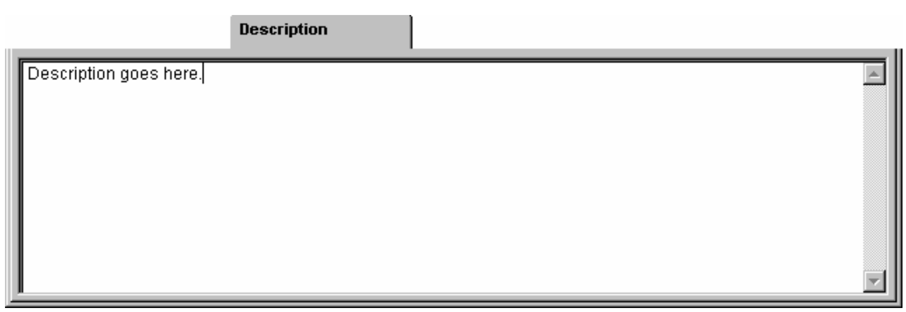


Figure 6-243: Sub-Course – Description Tab

6.13.1.3 Remarks Tab

The **Remarks** tab (Figure 6-244) is a **block** data tab used to enter any additional remarks about the sub-course.

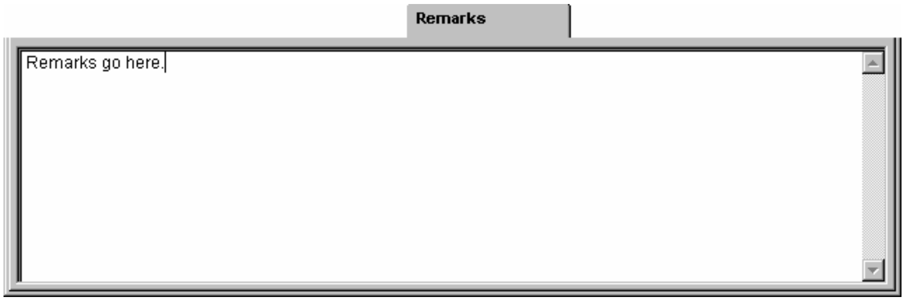


Figure 6-244: Sub-Course – Remarks Tab

6.13.1.4 Supersedes Tab

The **Supersedes** tab (Figure 6-245) is a **block** data tab used to indicate what sub-courses this sub-course supersedes.

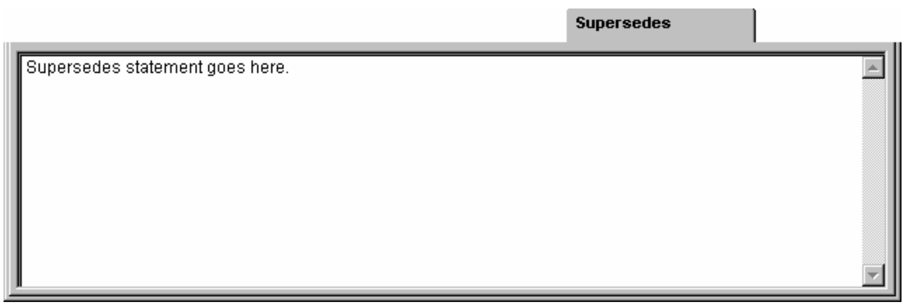


Figure 6-245: Sub-Course – Supersedes Tab

6.13.1.5 Users Tab

The **Users** tab (Figure 6-246) is a **picklist** tab used to indicate who uses the sub-course.

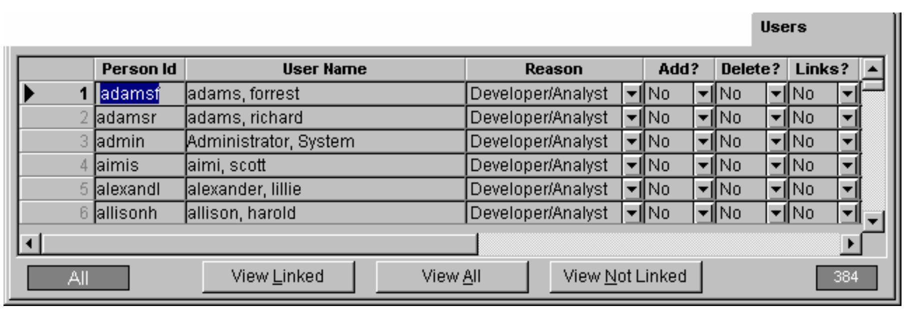


Figure 6-246: Sub-Course – Users Tab

6.13.1.6 Lessons Tab

The **Lessons** tab (Figure 6-247) is a **picklist** tab used to indicate which lessons are associated with the sub-course.

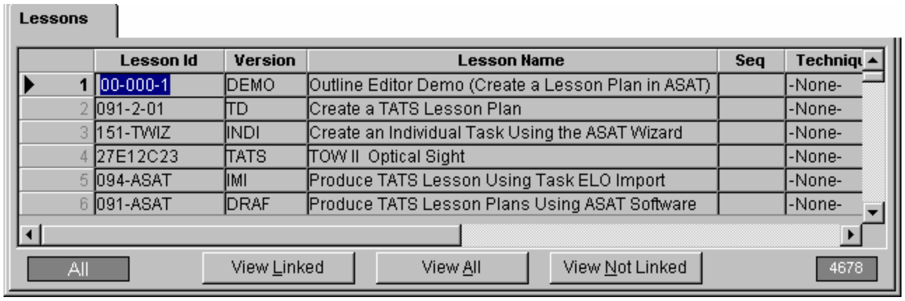


Figure 6-247: Sub-Course – Lessons Tab

6.13.1.7 Prerequisite Sub-Courses Tab

The **Prerequisite Sub-Courses** tab (Figure 6-248) is a **picklist** tab used to indicate what sub-courses are required before this sub-course.

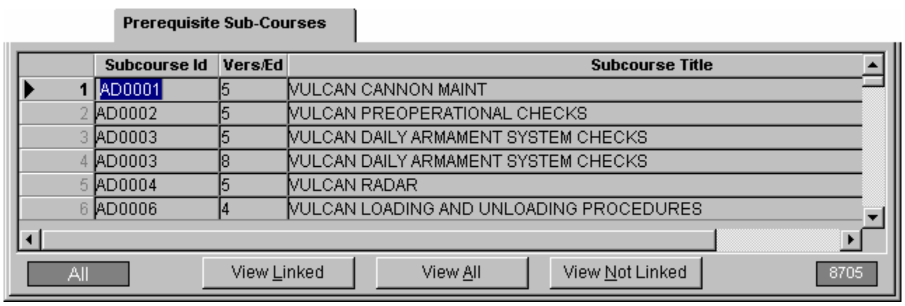


Figure 6-248: Sub-Course – Prerequisite Sub-Courses Tab

6.13.1.8 Specialties Tab

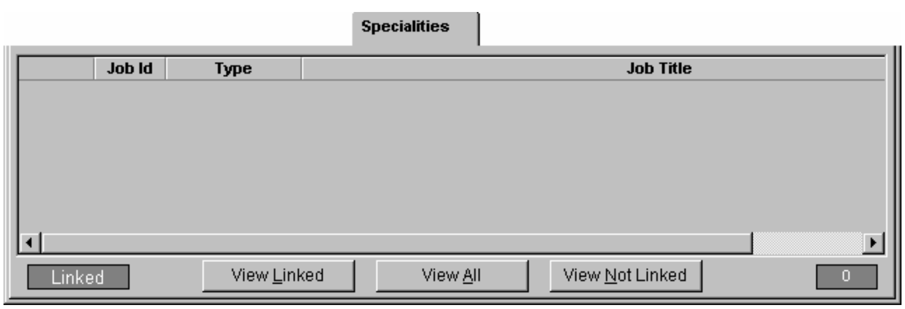


Figure 6-249: Sub-Course – Specialties Tab

6.13.1.9 Course/Delivery Group-Phase Tab

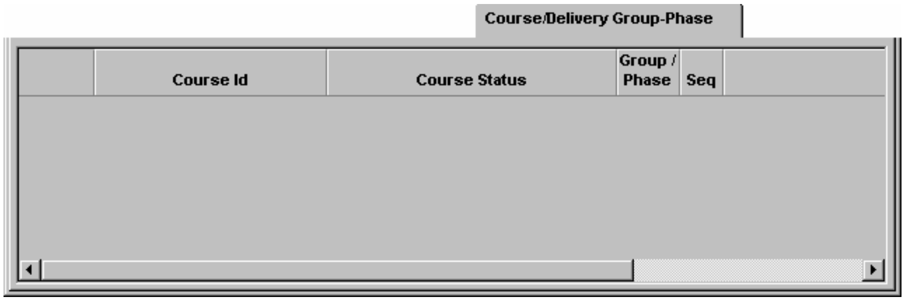


Figure 6-250: Sub-Course – Course/Delivery Group-Phase Tab

6.14 Create or Edit Training Support Packages (TSP)

A Training Support Package (TSP) for individual training is a complete, exportable package integrating training products, and materials necessary to train one or more tasks. ASAT allows you to build and print TSPs. Data entered through this menu option and the **Create/Edit Lesson Plans** menu option are used to assemble the TSP. For more information on TSPs, see TRADOC Reg 350-70, Chapter VI-8.

6.14.1 Create a New TSP

From the Power Panel, select the **Individual** menu option. Double-click on **Create/Edit Training Support Packages (TSP)**.

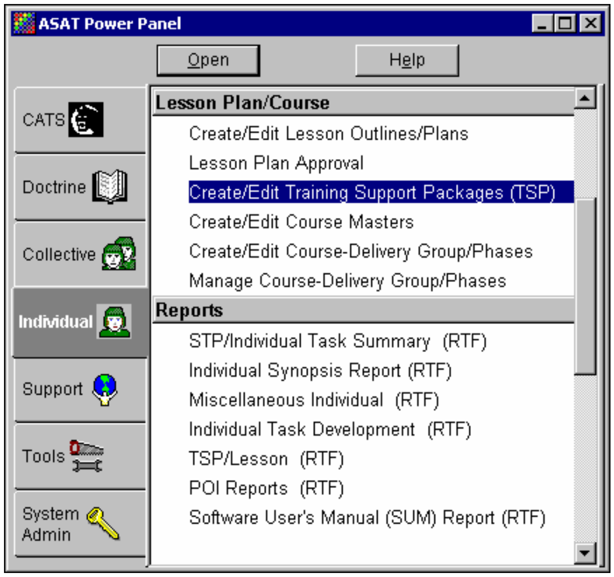


Figure 6-251: Power Panel – Create/Edit TSP Option

The next window that appears is the *Filter Criteria for Individual Training Support Packages* screen (Figure 6-252):

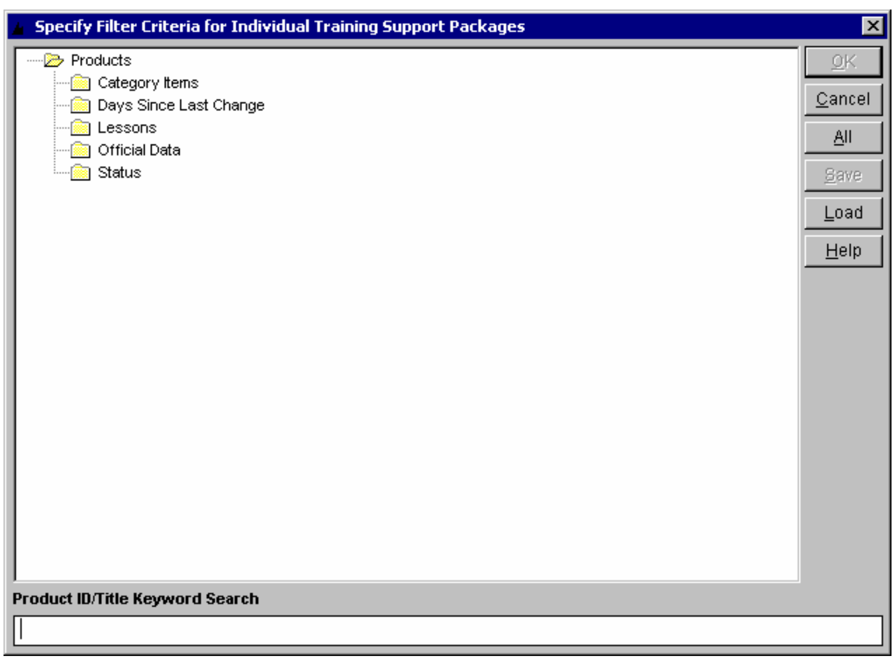


Figure 6-252: Filter Screen for TSPs

This screen allows the user to specify which TSPs will display on the next screen, to save filter criteria, or to load previously saved filter criteria. The filter reduces the number of TSPs displayed from a potentially large table. Each of the items listed is a field in the TSP table or is information that can be linked to a TSP. If the appropriate data entry and links are made, the filter criteria screen can be used to access the specified type of TSPs.

The **Product ID/Title Keyword Search** field at the bottom of the screen can be used to display TSPs based on words or phrases in the TSP title or to select a particular TSP number.

The filter criteria items for TSPs (Products) are listed below with an explanation of each.

> ***Note:*** *A* ***No Links*** *and* ***Any Links*** *filter option is available for every filter that corresponds with a linked tab. This allows you to quickly identify records that do or do not have specific types of linked data. The* ***Any Links*** *selection displays records for which a link has been made. The* ***No Links*** *selection displays records for which no links have been made.*

Filter	Description
Category Items	Shows TSPs linked to selected category items.
Days Since Last Change	Shows TSP records that had changes made during a specified time period.
Lessons	Shows TSPs linked to selected lessons.
Official Data	Shows official data records (*Yes* or *No* selection.)
Point of Contact	Shows TSPs linked to selected personnel or points of contact.
Schools	Shows TSPs linked to selected schools.
Status	Shows TSPs linked to selected TSP status.
User Groups	Shows TSPs linked to selected ASAT user groups.

You can either set specific criteria or click the **All** button to bring up the *TSP Maintenance* grid. Refer to section 9.2, Hierarchical Filters, for details on using filters.

6.14.1.1 The TSP Maintenance Grid

The *TSP Maintenance* grid (Figure 6-253) is populated according to the filter selected on the previous screen. From this screen, you can add (insert), delete, or copy TSP records. Refer to section 9.3 for an explanation and procedures on using grids.

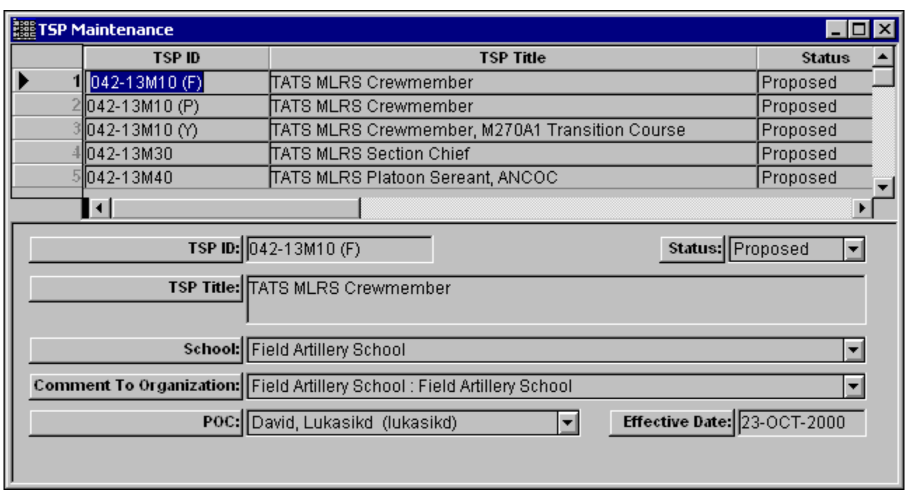


Figure 6-253: TSP Maintenance Grid

To insert a new TSP, select the **Insert Record** toolbar button  from the main toolbar or choose the **Data** menu and select **Insert Record**. This will create a new row with editable fields (they will have a white background.) You can now either insert data directly into the table or use the entry fields provided beneath the table.

Once all pertinent data has been entered, save the new record. Refer to section 6.14.1.1 for descriptions of the fields. The following fields must be entered before a new record can be saved: **TSP ID**, **School**, and **Comment to Organization**. The system will prompt you to save the record if you try to exit the record without saving. Once you have saved the record, go to the **TSP Data** tab to enter more information. This is done by selecting the **Data** menu and choosing the **Related Data** option or by clicking on the **Related Data** toolbar button from the main toolbar. The **TSP** tab folder (Figure 6-254) appears.

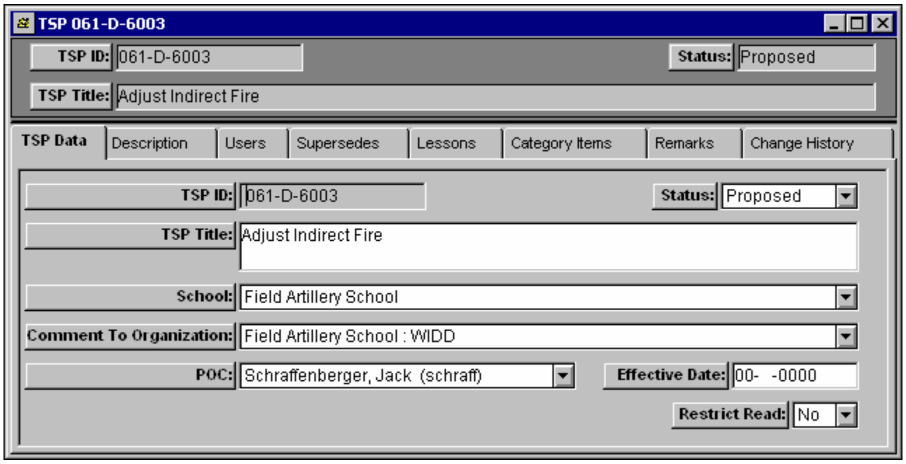


Figure 6-254: TSP Tab Folder

The nine tabs found within the **TSP** tab folder are: **TSP Data**, **Description**, **Users**, **Supersedes**, **Lessons**, **Remarks**, **Category Items**, **Change History**, and **Doctrine**.

6.14.1.2 TSP Data Tab

The **TSP Data** tab (Figure 6-254) displays the same information shown on the *TSP Maintenance* grid. Use this **detail** data tab to edit information previously entered on a TSP. The fields on this window are as follows:

Field	Description
TSP ID	This field contains the TSP identification number. TR 350-70 establishes a standard format for a TSP number as ***NNN-A-NNNN***. The first part (***NNN***) consists of the three digit school code of the proponent. The second (***A***) is a one digit alphabetic code assigned by the proponent to identify categories such as functional area, job, system, or equipment. The third part (***NNNN***) is a four digit proponent-assigned number used to uniquely identify the TSP within the category. Each part is separated by a hyphen. An example of a TSP ID is TSP 131-T-0001. ***NOTE:*** *Once a TSP record is saved, the TSP ID cannot be edited. The existing record can be copied with the TSP ID modified to a new number. The existing record can then be deleted.*
Status	Select the appropriate status from the drop-down list provided. *Proposed* is selected automatically for all new records.
TSP Title	Enter or edit the TSP title. If the TSP covers only one task, use the task title. If it covers more than one task, use a unique title.
School	Select the proponent for the TSP from the drop-down list provided.
Comment to Organizations	This field is used to automatically fill the address information in the **Improvement Comments** section of the TSP. Select from the drop-down list the organization you want to receive comments and/or recommendations concerning the TSP. Selections shown are from the School Organization table in the **General** section of the **Support** Module of ASAT. The mailing address, e-mail, and telephone numbers associated with the organization name selected will automatically print in the TSP report. Use office designations rather than a person's name to avoid confusion when a person moves or PCSs. Refer to section 7.2.18 for an explanation of the School Organization support table.

Field	Description
POC	Select the Point of Contact from the drop-down list provided. The available choices are taken from the Personnel Support table. *(From the Power Panel, select **Support Personnel** in the **General** section.)* Refer to section 7.2.14 for an explanation on the Personnel table. ***Note:** You cannot enter a name that is not already entered on the Personnel table.*
Effective Date	Input or edit the date the TSP is effective. You can type in the date, or double-click on the field to bring up a calendar. Double-click on the desired date on the calendar to select it.
Restrict Read	This drop-down list box is used to limit accessibility to the details of a record to only the people actively working on the record (point of contact, subject matter expert (SME)/analyst, or system administrator.) If the **Restrict Read** is set to *Yes*, the record will appear in the grid view, but will not allow users other than the point of contact, SME/ analyst, or system administrator to open or edit the tab folder information. If the **Restrict Read** is set to *No*, users will have viewing and modification privileges as defined by the current ASAT user definition. Only the individuals listed above can set the record restriction.

6.14.1.3 Description

This tab is a **block** data tab used to enter a description or summary of the TSP. Information entered here appears after the Table of Figures in the Software User's Manual (SUM) Report used by the developers at Intel-Fusion.

6.14.1.4 Users Tab

The **Users** tab (Figure 6-255) is a **block** data tab used to identify any organizations or courses that use this TSP (e.g., Sergeants Major Academy, Infantry School, etc.)

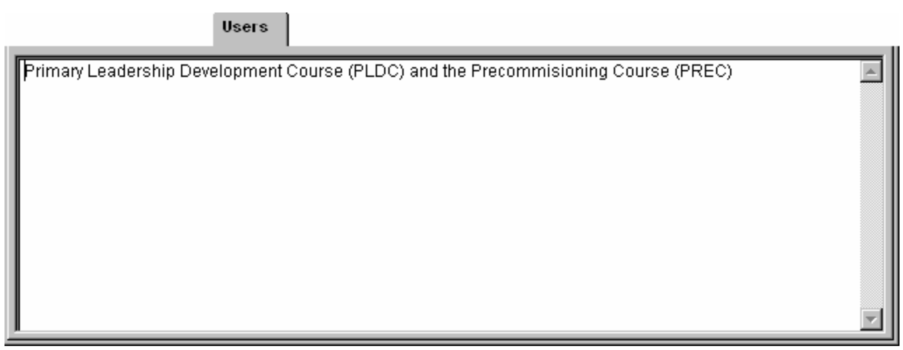


Figure 6-255: Users Tab

***Tip:** The TSP report will recognize hard returns entered in this block text tab.*

6.14.1.5 Supersedes Tab

The **Supersedes** tab (Figure 6-256) is a **block** data tab used to list all TSPs that this one replaces, including the effective date of the replaced TSP. If the superseded TSP has one or more associated handouts, list them also with their publication dates.

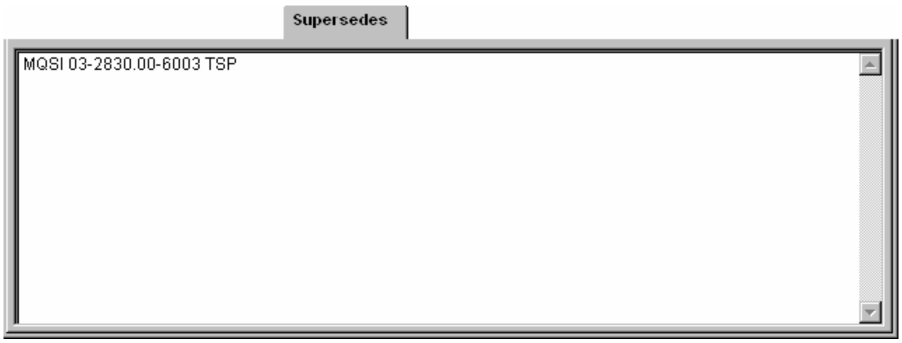


Figure 6-256: Supersedes Tab

Tip: *The TSP report will recognize hard returns entered on this block text tab.*

6.14.1.6 Lessons Tab

The **Lessons** tab (Figure 6-257) is a **picklist** tab that allows the user to identify which lesson(s) are included in the TSP. If you are unfamiliar with ASAT **picklist** tabs, see section 9.4.1.3, Picklist. The default view is a display of all lessons currently linked to the TSP with the number of linked lessons indicated in the lower left-hand corner.

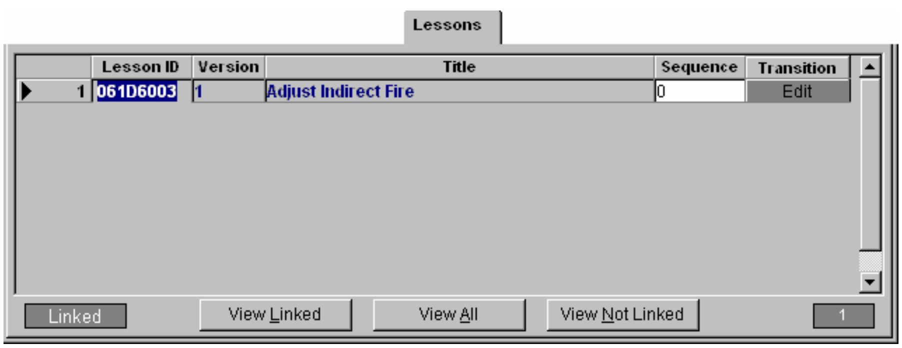


Figure 6-257: Lessons Tab

To access a list of lessons available for linking to the TSP, click on the **View All** or **View Not Linked** button at the bottom of the screen. The *Specify Filter Criteria for TSP* screen will display allowing you to specify the kinds of lessons from which you wish to choose. Refer to section 9.2, Hierarchical Tree Filter, for further information on selecting, saving, and loading filters.

To link a lesson, double-click anywhere in the lesson data except the far left column. Double-clicking in this column will access the tabs for the lesson. If you need to view the lesson, you can also access it by choosing the **Data** menu and selecting the **Related Data** option. When a lesson is linked, the record will turn blue.

When a lesson is linked, the **Sequence** field will turn white indicating that data can be entered. Enter the mandatory training sequence (1, 2, 3) for multiple lessons. The sequence will also determine the order in which lessons will print out in the TSP.

Tip: *Duplicated sequence numbers will print out in Lesson ID order.*

The **Edit** button in the **Transition** column at the end of each lesson row brings up a window for entry of the transition statement from the current lesson to the next lesson. Refer to section 9.10 for more information about RTF Edit window procedures. Once a transition statement is entered, the **Edit** button for that lesson will display in blue the next time the **Lessons** tab is opened. A lesson with no transition statement will display the **Edit** button in black.

__Note:__ Do not include a transition statement for any lesson that is not followed by another lesson in the TSP.

__Tip:__ The __Transition__ block will only display in a TSP RTF report if information is entered in this window.

To unlink a lesson from the TSP, double-click on the lesson data of the linked data.

6.14.1.7 Category Items Tab

The **Category Items** tab (Figure 6-258) is a **picklist** tab that allows the user to connect category items to the current **TSP** in the header. The **Category**, **Category Item**, and **Category Item Name** are view-only fields.

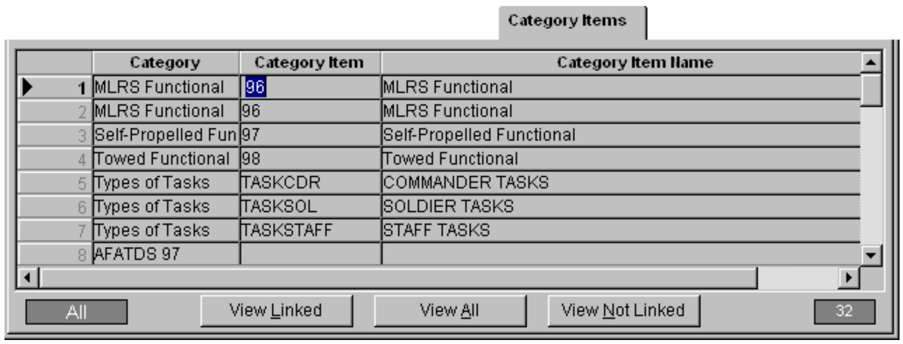


Figure 6-258: Category Items Tab

When the **View All** or **View Not Linked** buttons are clicked, the complete list of category item records available for linking are displayed. Double-click in the category column to link a category item to the TSP.

The following columns appear on this tab:

Field	Description
Category	Displays the category identifier.
Category Item	Displays the category item identifier.
Category Item Name	Displays the category item name.

6.14.1.8 Remarks Tab

The **Remarks** tab (Figure 6-259) is a **block** data tab option that produces the following window:

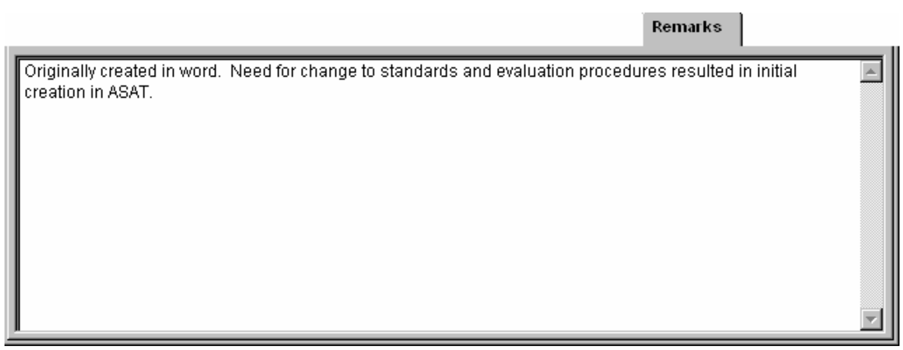


Figure 6-259: Remarks Tab

Use this space to record any notes you may want to keep regarding the design, development, implementation, or revision of the TSP.

6.14.1.9 Doctrine Tab

The **Doctrine** tab (Figure 6-260) is an **insert** tab that allows the user to link TSPs to approved Field Manuals created via the **Doctrine** Module.

Figure 6-260: Doctrine Tab

Use the following procedures to create Doctrine/Product links.

> ***Note:*** *The Doctrine Module requires Microsoft Internet Explorer 4.0x.*

1. Select the **Insert Record** toolbar button or choose the **Insert Record** option from the **Data** menu. The *Doctrine Browse/Link* window appears providing a list of approved FMs, filtered by proponent, that are currently in the ASAT database.

   > ***Note:*** *Refer to section 4.6, Edit - Create Links, for additional information on the Doctrine Browse/Link window.*

2. After selecting the desired FM, chapter, or text; click on the **Make Link** button at the *Doctrine Browse/Link* window to link the data. The linked data appears on the tab.
3. Click on the **Data** menu and choose the **Save** option or click the **Save** toolbar button to save the linked data.
4. Repeat the above steps to link additional Doctrine data.

To delete a record link, place the cursor on the row and select the **Data** menu and choose the **Delete Record** option or choose the **Delete Record** toolbar button .

To edit a record link, place the cursor on the row and double-click the **View** button or right-click the mouse button and choose **Edit Link**. The *Doctrine Browse/Link* window displays the linked area of the document allowing you to choose a different link.

The following columns appear on this tab:

Field	Description
Product	Displays the product number.
Version	Displays the latest change (version) of the product.
Chapter	Displays the product chapter name.
Required?	Indicates if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Linked Text	Displays the selected document text.

6.14.2 Edit an Existing TSP

The steps for editing an existing TSP are similar to creating a new one. Select the desired TSP from the *TSP Maintenance* grid and click on the **Related Data** toolbar button to go to the tab folders. From there, you can edit the information as needed.

6.15 Print Individual Data Reports

This section will guide you through the procedures for printing the individual data reports available in ASAT. ASAT reports are created as a Rich Text Format (RTF) file and printed using MS Word. The reports are accessed from the Power Panel **Individual** tab by clicking on the vertical scroll bar to move to the **Reports** section of the menu shown as follows:

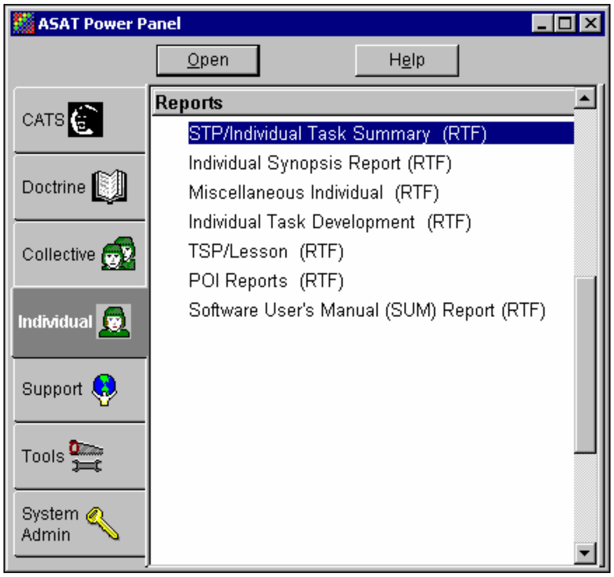


Figure 6-261: Power Panel Report Options

If the report fails to print, you will have to start from the beginning. The most likely reasons for a report not to print are:

- You do not have a word-processing program on your computer that can read RTF files such as MS Word.
- The RTF path was incorrect. For example, if you typed in a folder on the **RTF Report Options** screen that does not exist on your computer, then your path was invalid and ASAT cannot create an RTF file.
- The RTF file is corrupt.

Once you create an RTF file, you can also change it or print it using a word-processing program like MS Word.

> ***Note:*** *Changing a report does not change the data in ASAT. You can also save RTF files as document files in most word-processing programs. However, when MS Word converts an RTF file into a DOC file, it does not automatically delete the RTF file. You will need to check your hard drive periodically to delete RTF files that have become obsolete.*

6.15.1 STP/Individual Task Summary Report (RTF)

Using this menu option, you can print either Individual Task Summaries or an entire STP.

From the **Power Panel**, click on the **Individual** tab. Move your cursor to the **Reports** window and double-click on **STP/Individual Task Summary (RTF)**. The following report option screen appears:

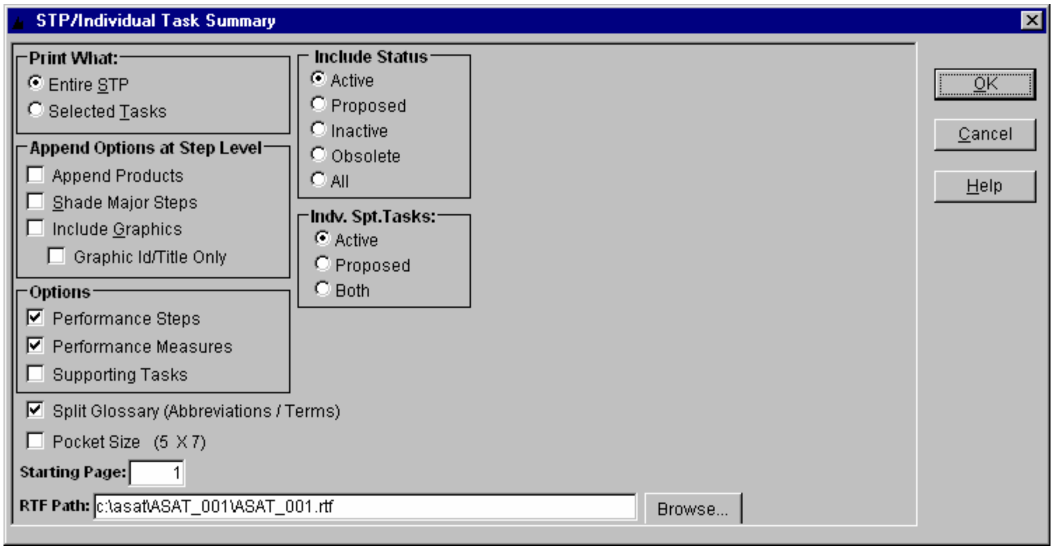


Figure 6-262: STP/Individual Task Summary RTF Report Options

Every RTF report in ASAT requires you to select options to generate the RTF file. Some options are required before you can proceed, while others are optional. The default settings for the STP/Individual Task Summary RTF Report are to view an RTF file for an STP composed of active tasks without graphics. You can change options as needed on this screen. You also have the capability of returning to this screen from the next screen by clicking on an **Options** button.

Some options are deactivated or grayed out since they apply only to MTP/Collective Task RTF Reports.

> ***TIP:*** *All files should be viewed before printing. Once the file is opened in MS Word, you can always use the* ***File\Print*** *menu option to print the file or portions of the file if desired.*

The path for storing the RTF file is displayed at the bottom of the screen. The default is to store the file where ASAT is currently loaded on your PC. A separate sub-folder is created for each RTF report so that linked multimedia files can be stored in the same folder with the RTF report. ASAT identifies subdirectories and files with consecutive numbers. You may change the name of the sub-folder and/or the RTF report but the report name must end with the RTF file extension. You can also change any of the path information in the default. For example:

- You could create a folder on your hard drive called **19kstp** and store all task summaries for the 19K Soldier's Manuals in that folder. The **RTF Path** would be **c:\19kstp\asat_001.rtf**.
- You could store the RTF task summaries on a floppy disk by changing the **c:** to **a:** in the path (assuming that **a:** denotes the floppy drive on your computer.)
- You could change the file name to an abbreviated task number or, if you are printing an entire STP, an abbreviated product number. If you created an RTF file for the 19K task 171-126-0012, you might change the **RTF Path** to **c:\19kstp\126-0012.rtf**. If you were printing the entire 19K skill level 1 Soldier's Manual, the path could be **c:\19kstp\17-19k1.rtf**. The file name cannot exceed eight characters.
- The **Browse** button allows you to change the path. ***TIP:*** *If the path is changed from the default, the path will display as changed for all RTF reports generated during the current ASAT session.*

Option	Description
Print What	There are two options in this box. The first allows the user to create a product report (STP). The second allows the user to create a summary report for a task or tasks. ***Required selection***.
Append Options at Step Level	Some options in this box do not apply to STP or Individual Tasks.
Append Supporting Collective Tasks	Not applicable to STP or Individual Tasks.
Append Drill Tasks	Not applicable to STP or Individual Tasks.
Append Individual Tasks	Not applicable to STP or Individual Tasks.
Append Products	This feature works where supporting products have been linked to the steps and performance measures of a task. For every step to which supporting products are linked, the product ID(s) will be listed after the text of the step in parenthesis. ***Optional selection***.
Shade Major Steps	When this feature is checked, the major steps of a task summary will be printed in black on light gray vs. the black on white that all the other steps and performance measures are printed. ***Optional selection***.
Include Graphics	This option will embed in the listing of each task any graphics that are linked to the task or its steps/performance measures. Graphics linked to the task are displayed en-masse immediately before the task summary portion of a task listing. Graphics linked at the step level are displayed immediately following the step or performance measure. The graphic includes the actual image as well as the Figure Name ID. ***NOTE:*** For each RTF report created there are two files, one file is for the RTF and the other file is for the media files that come from links to the multimedia table. If the user is giving the report to someone else, the user needs to provide both the RTF file and all the media files.
Graphic ID /Title Only	Works in conjunction with the **Include Graphics** option. When both are selected, the graphic image will not be included in the report, but the **Graphic Title** and **ID** will be included, if available. ***Optional selection***.
Summary/Options	The first two options do not apply to STP or Individual Tasks.
Include Individual Supporting Tasks	This selection results in Supporting Individual tasks being listed at the end of the Task Summary if they have been linked to the task or task performance steps. The Supporting task number, status, and title display.
MTP Chapter Two Format	Not applicable to STP or Individual Tasks.
Include Matrixes/Listings	Not applicable to STP or Individual Tasks.
Pocket Size	This feature condenses the pages to approximately 4" x 6", with "cut marks" at the top and bottom of each section.
Starting Page	When this feature is selected, the user can specify the page number for the beginning of the report. ***Required entry***.
Include Status Main Task	The user can limit the tasks included in the report by the status of the tasks. A finished STP would include Active tasks. An STP under development would probably include Active and Proposed tasks requiring *All* to be selected. If no selection is made, the default is *Active*. ***Required entry***.
Include Status Individual Spt. Task	This selection is used to choose the status for the **Include Individual Supporting Tasks** report option selection. If no selection is made, the default is *Active*. ***Required entry***.
RTF Path	This window specifies the file path of the resultant RTF file for this report. The user can choose to accept the ASAT automatic file naming convention, or change the file and path name. The file name must end with the RTF extension. ***Required entry***.

Once the print criteria are set, the buttons on the right side of the window will execute the choices. The buttons offer the following choices:

Button	Description
OK	Apply the currently selected filter criteria and proceed to the next window.
Cancel	Clears all currently selected filter criteria and returns to the Power Panel.
Help	View on-line help.
Browse	Allows you to choose the path for the report.

6.15.1.1 Entire Soldier Training Publication

If you clicked the box for **Entire Soldier Training Publication (STP)** from the **RTF Report Options** screen, you will get a list of all STPs in your database which include at least one task linked to one subject area for the STP.

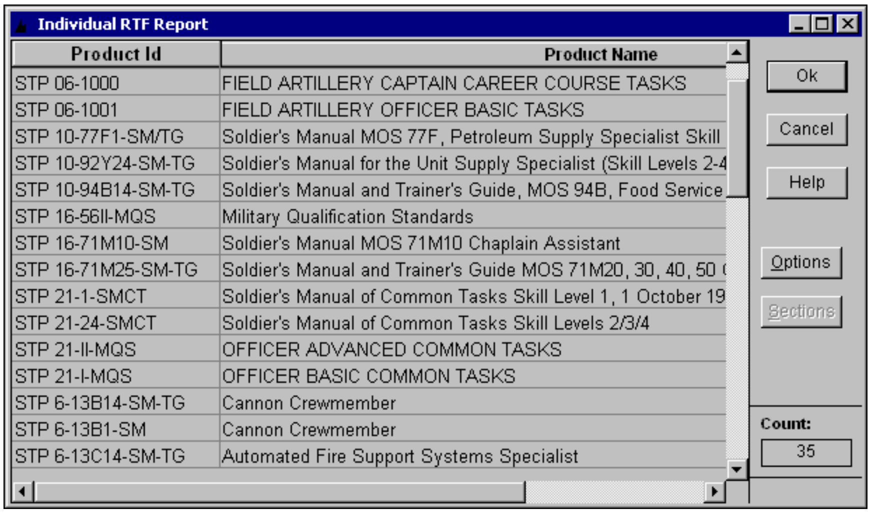


Figure 6-263: Individual RTF Report Window

Highlight the STP you want to print by clicking on it with your mouse. If your product does not appear on the list, check the product record to ensure that required links have been made. A STP will not display unless at least one task has been linked to one subject area for the STP.

The **Cancel** button allows you to exit without processing a report. The **Help** button provides help for the active window. The **Options** button allows you to modify the options you have selected for this report. The **Count** window indicates the number of products that the program has processed for the selection. The **Sections** button allows you to select which sections of the report will be included in the RTF file. The *Sections* window (Figure 6-264) will automatically appear next if no sections have yet been selected:

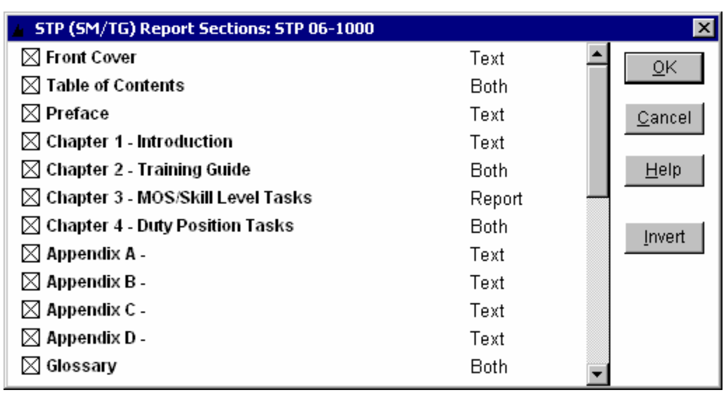


Figure 6-264: Sections Window

This screen allows you to pick the sections of the STP that you want to print and store in the RTF file. By default, ASAT assumes that you want all the sections in the STP. If you do not want a section, click the box beside that section and the checkmark or X will be removed. The right column indicates the source of the section data.

> ***Note:*** *All product sections are listed with the data source indicated. Sections that do not include data will not display in the report if selected. Section data sources are:*

Type	Description
Text	The section is a text file that resides in a RTF Edit window in the **Sections** tab of the tab folder for the product. The data may have been entered directly, copied into, or inserted as a file into the RTF Edit window.
Report	The section is generated from the ASAT database.
Both	The section is generated from the ASAT database but allows entry and editing of additional text. Any additional text will display after the section name and before any text is automatically generated from the database. The buttons on the right side of the window provide the following options:

Sections identified as text require the entry of data on the **STP Sections** tab or they will not display in the STP report.

Button	Description
OK	Apply the currently selected sections and proceed to the next screen.
Cancel	Returns to the previous screen.
Help	View on-line help.
Invert	Acts as a toggle between removing all section selections and selecting all sections.

When the desired sections are identified, click the **OK** button. ASAT will then provide you with a list of all the individual tasks in the selected STP, sorted by task number with each subject area as shown in Figure 6-265.

> ***Note:*** *If a task does not display, check to ensure that the selected STP and missing task are linked to the same occupation specialty and skill level.*

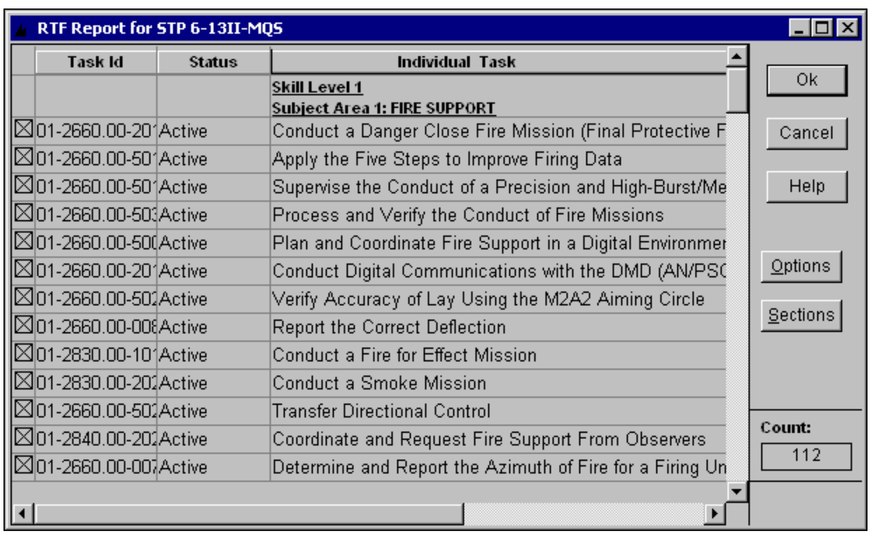


Figure 6-265: Individual RTF Report Option

By default, all task summaries will be printed. If you do not want a task summary to print, click the white box in front of it to remove the checkmark or X. When you have identified all task summaries and you want to print, click the **OK** button.

6.15.1.2 Selected Individual Tasks

- If you want to do a report for selected tasks then click on the **Selected Individual Tasks** button.
- If you want to include illustrations that have been linked to the task summaries, click the **Include Graphics** box. You also have the option of including the **Graphic ID/Title** only.
- If you are not sure about the status codes for desired tasks, then it is a good idea to click on the **All** button in the *Include Status* window. Tasks in a DA published STP should be coded *Active*. However, if a STP is under revision, some tasks may be *Proposed*.
- Click the **OK** button to proceed. The *Specify Filter Criteria for Individual Task* screen (Figure 6-266) will display:

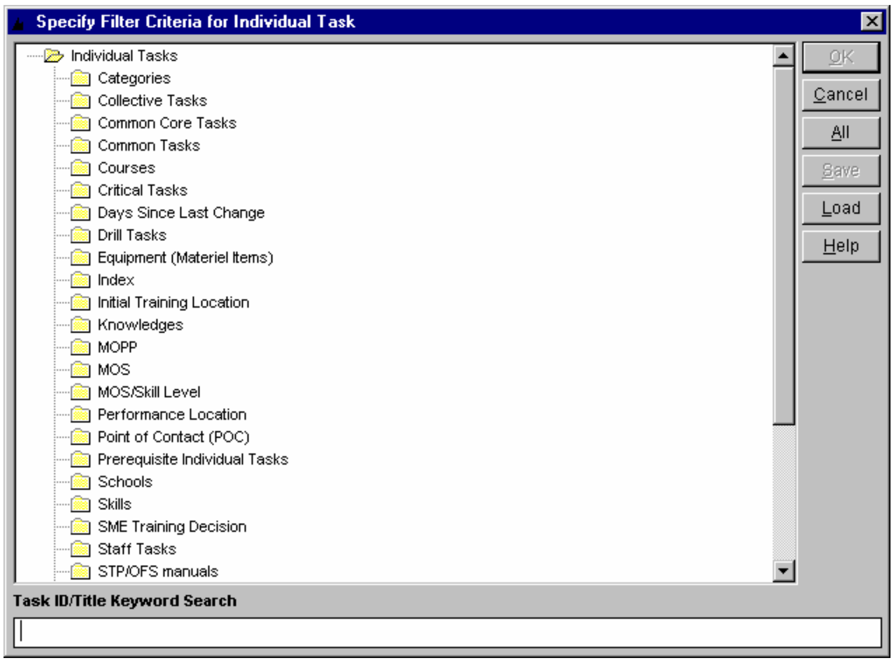


Figure 6-266: Filter Screen for Individual Task

This screen provides you with several ways to select the task summaries you want to print. Refer to section 6.6, Filtering Individual Tasks, for details on selecting a filter.

- For example, if you wanted to print task summaries about the Combat Engineer Vehicle, then you could type the text Combat Engineer Vehicle into the **Task ID/Title Keyword Search** box at the bottom of the screen. The ASAT database would then give you a list of all tasks with *Combat Engineer Vehicle* in the title.
- However, most of the time, you will use the **STP/OFS manual** criteria to get a list of individual tasks from a specified STP. If you double-click on the **STP/OFS manuals** folder, ASAT will provide you with a list of all STPs on your database. Click the one you want to filter by and click on the **OK** button.

ASAT will next provide you with a list of all individual tasks that meet your filter criteria shown in the following window:

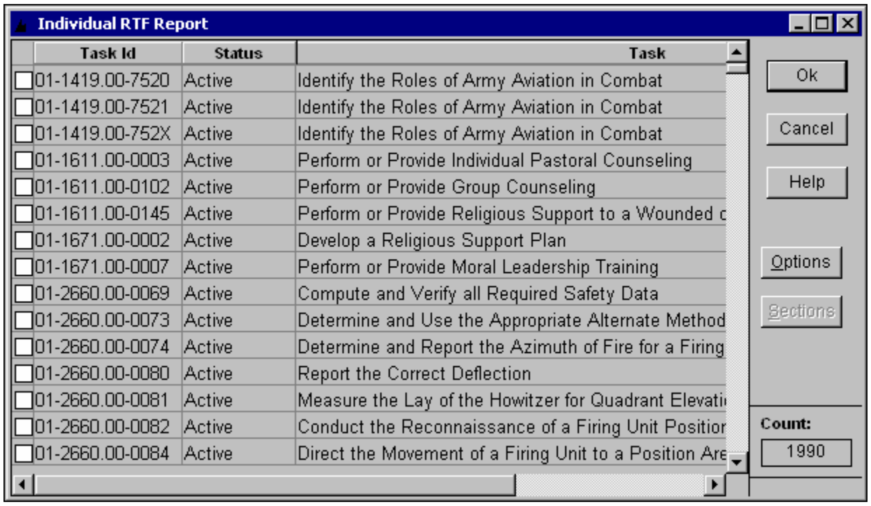


Figure 6-267: Individual RTF Report Window

Click the white box in front of each task you want to print. The **Cancel** button allows you to exit without developing a report. The **Help** button provides help for the active window. The **Options** button allows you to modify the options you have selected for this report. The **Count** window indicates the number of tasks that the program has processed for the selection.

- To process the information click the **OK** button.

ASAT will process the task summary report very quickly and display the message: RTF report completed. Click on the **OK** button. If you previously clicked the print box on the *RTF Report Options* screen, the report will be printed.

6.15.2 Individual Synopsis Report

The *Synopsis Report Options* window (Figure 6-268) appears after selecting the **Individual Synopsis Report** option from the **Reports** section of the **Individual** Module. This option can also be selected from the **File Menu, Print Synopsis** option while on the *Individual Task Maintenance* grid or the **Individual Task** tab folder.

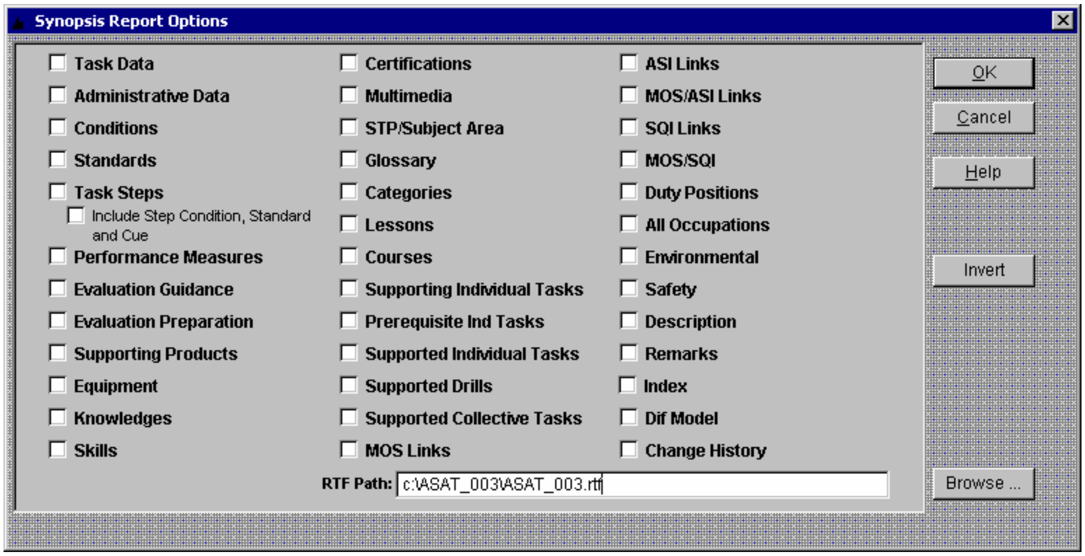


Figure 6-268: Individual Synopsis Report

This function is used to print a report summarizing all related data comprising or linked to a specified record in ASAT. The linked data for a record represents information that has been linked at the corresponding tab folder for the record.

At this screen, click on the desired data choices that you wish to appear on the report and click the **OK** button to process the choices. Additional options on this window are as follows:

Button	Description
OK	Processes the current selections.
Cancel	Clears all currently selected filter criteria check-boxes; and reverts back to the Power Panel.
Help	View online help for this window.
Invert	Reverses the current selections.
Browse	Allows you to choose the path for the report. The path for storing the RTF file is displayed at the bottom of the screen. The default is to store the file where ASAT is currently loaded on your PC. The **Browse** button allows you to change the path. You can change the name of the folder and/or the RTF report, but the report name must end with the RTF extension. ***TIP:*** *If the path is changed from the default, the path will display as changed for all RTF reports generated during the current session.*

After making a selection, the *Specify Filter Criteria for Individual Task* screen will display to further define the selection list. The *Select Task* screen (Figure 6-269) appears next:

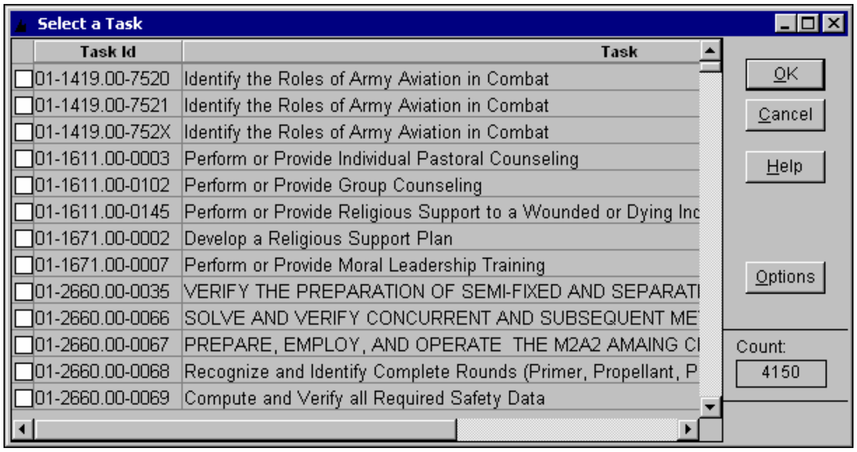


Figure 6-269: Select an Individual Task Screen

This screen provides you with a list of tasks to choose from to include in the Synopsis report. Click on the check-box next to the record you want for the report.

> ***Tip:*** *The* ***View/Find Text*** *and* ***Select/Invert*** *menu options can be useful for finding and selecting tasks.*

The buttons on the side of the screen function as follows:
The **OK** button processes the selections and builds the report.
The **Cancel** button allows you to exit and return to the Power Panel.
The **Help** button provides assistance for this window.
The **Options** button allows you to modify the options you have selected for this report.
The **Count** window indicates the number of tasks available for selection.

6.15.3 Miscellaneous Individual Report (RTF)

The **Miscellaneous Individual** menu option provides you with the following options:

- **Individual Task/Collective Tasks**: For a selected STP, lists by skill level, each individual task with associated collective tasks.
- **Occ Spec/SL/DP/Individual Tasks**: For a selected STP, lists by skill level in subject area order, individual tasks by duty positions.
- **STP/Individual Tasks**: Displays individual tasks for a selected STP by skill level in subject area order.
- **STP/Individual Task Dates**: For a selected STP, lists all tasks where the change date is greater than the tasks' approval date. (Active Tasks only.)
- **Actions/Individual Task Dates**: For a selected Action, lists all Individual Tasks Gates supporting the Action. (Active Tasks only.)

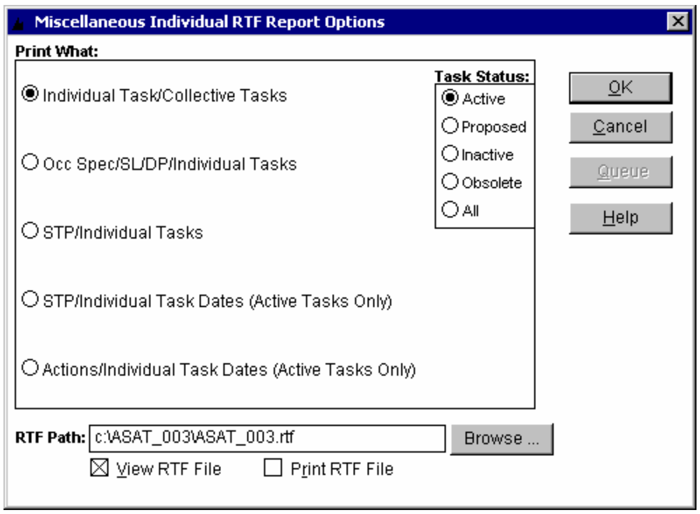


Figure 6-270: Miscellaneous Individual RTF Report Option

This print dialog screen also allows the user to make additional choices about the print setting as follows:

Option	Description
Task Status	The user can limit the tasks included in the report by the status of the task.
RTF Path	This window specifies the file path for the RTF file for this report. The user can choose to accept the ASAT automatic file naming convention, or change the file and path name using the **Browse** button.
View RTF File	When this feature is checked, the current report will come up in Microsoft Word after it is completed.
Print RTF File	When this feature is checked, the report will print the current report, using Microsoft Word, after it is completed.

Once the print criteria are set, the buttons on the right side of the window will execute the choices. The buttons offer the following choices:

Button	Description
OK	Apply the currently selected filter criteria to the next task list window.
Cancel	Clears all currently selected filter criteria check-boxes; and returns you to the Power Panel.
Queue	Allows you to view the RTF report queue (currently disabled.)
Help	View online help.
Browse	Allows you to choose the folder for the report.

After making the selections and clicking the **OK** button, you will get a list of all STPs in your database. Refer to section 6.15.1.1 for procedures on selecting reports.

6.15.4 Individual Task Development Report (RTF)

This report includes most data linked to an individual task as well as fields for entry of additional selected task analysis information that can be entered by the user after report generation.

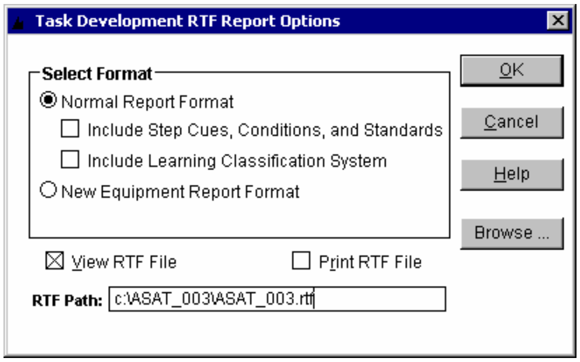


Figure 6-271: Task Development RTF Report Options

__Note:__ User-entered fields are highlighted on the report by an asterisk.

Select the Report Format from the list below, as follows:

Normal Report Format

<u>Include Step Cues, Conditions, and Standards</u>	Prints task step Cues, conditions, and standards if data has been entered on those tabs for a task step.
<u>Include Learning Classification System</u>	Prints columns beside the task steps that allow user designation of learning classification after report generation.

New Equipment Report Format

__NOTE:__ This report format requires specific data to function correctly and is limited to specialized users at this time. This report uses the normal report format (as noted above) with the __Performance Steps__ section and the __Performance Measures__ section adjusted to accommodate Supporting Individual Tasks linked at the Step Level.

View RTF File	Allows you to view the report on the screen before printing.
Print RTF File	Prints the current report.

Select **View RTF File** to view the report on the computer. Select **Print RTF File** to print the report to a designated printer.

__TIP:__ Recommend viewing reports before printing. Refer to section 6.15.1 for details on other options that appear on this screen.

__Important Note:__ If the path is changed from the default, the path will display as changed for all RTF reports generated during the current session.

After selecting a print option, a *Specify Filter Criteria for Individual Task* screen (Figure 6-272) is provided to allow the user to specify the kinds of tasks to display on the next screen.

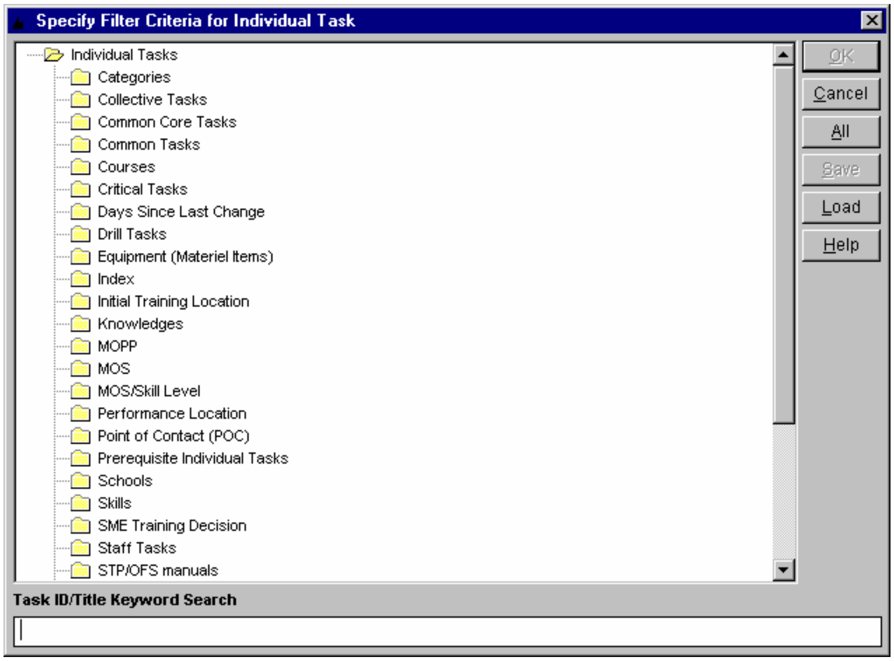


Figure 6-272: Filter Screen for Individual Tasks

Refer to section 6.6 for details on using filters. After making the filter selection, click **OK**. The following *Individual Task Report Selection* window (Figure 6-273) appears.

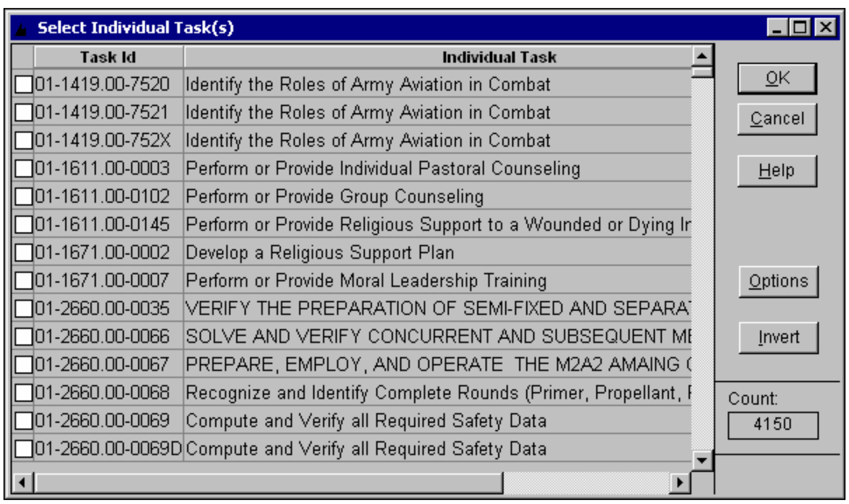


Figure 6-273: Select an Individual Task Window

This window displays tasks meeting the filter criteria selected on the previous screen. Click in the box to the left of the desired task and click the **OK** button to process the report. The **Options** button allows you to modify the options you have selected for this report. The **Invert** button acts a toggle between checking/unchecking selections on the screen. The **Count** window indicates the number of tasks that the program has processed for the selection.

6.15.5 TSP/Lesson Report (RTF)

The **TSP/Lesson (RTF)** menu option allows you to View or Print:

- An entire Training Support Package with or without multimedia.
- A lesson plan with or without multimedia.
- A TSP displaying selected sections/appendices for the linked lesson plans with or without media.
- A lesson plan displaying selected sections/appendices with or without multimedia.

The default is to view a lesson plan with multimedia included. You can change the options as needed.

Multimedia includes viewgraphs (Appendix A), handouts (Appendix D), and graphics for display in the learning step/activity text. These items are linked to the lesson plan at the learning step/activity level on the **Multimedia** tab. Deselecting the **Include Multimedia** check-box when setting up the report will result in multimedia displaying as follows:

- Linked Vugraphs and handouts will display only by ID and Name in the appropriate appendix.
- Linked learning step/activity text graphics will only display by ID and title where linked in the text. If an ID and title have not been entered, the phrase **GRAPHIC LINKED AT THIS POINT** will display in the text. See *Linking Graphics (Pictures) to Display in Lesson Plan Step/Activity Text*.

Use of the section/appendix selection option and the **Include Multimedia** option allows review of reports without printing out voluminous multimedia and text. After making a selection, a filter screen will display allowing you to specify which TSPs/Lessons you wish to appear on your selection list. ***TIP:*** All files should be viewed before printing. Once the file is opened in MS Word, you can always use the **File\Print** menu option to print the file or portions of the file if desired.

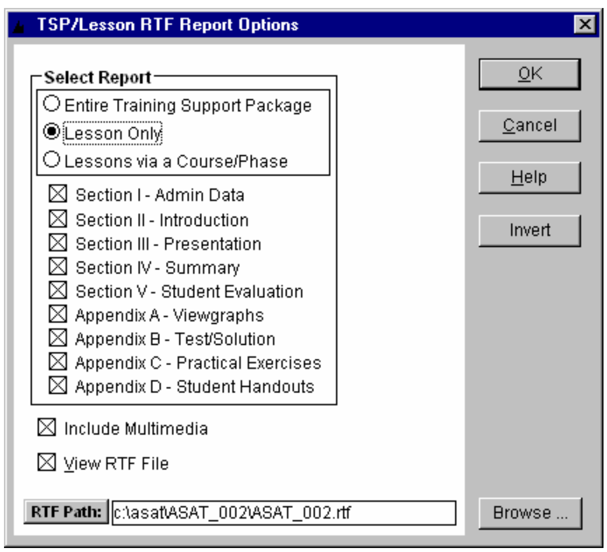


Figure 6-274: TSP/Lesson RTF Report Window

The path for storing the RTF file is displayed at the bottom of the screen. The default is to store the file where ASAT is currently loaded on your PC. The **Browse** button allows you to change the path. A separate sub-folder is created for each RTF report so that linked multimedia files can be stored in the same folder with the RTF report. You can change the name of the folder and/or the RTF report, but the report name must end with the RTF extension.

After making a selection, a TSP or Lesson filter appears to refine the choices. Next, a window appears to select a TSP or a Lesson. Follow the same procedures for making a report selection outlined under the TSP Selection screen in section 6.15.7.

A sample TSP report with TSP/Lesson tab entry locations identified and an Individual Task Development Sample report follows after this section.

6.15.6 POI Reports

The **POI Reports** option from the Power Panel can be used to create a complete POI Report or just specified sections of the report. Selecting the **POI Report (RTF)** option from the **Individual** Module, **Reports** Section, from the power panel, the *Specify Filter Criteria for Course Phase* window will appear. The user may select either "All", to view all the courses, or create a filter criteria to view the desired courses. Once that selection is made, the following window (Figure 6-275) will appear:

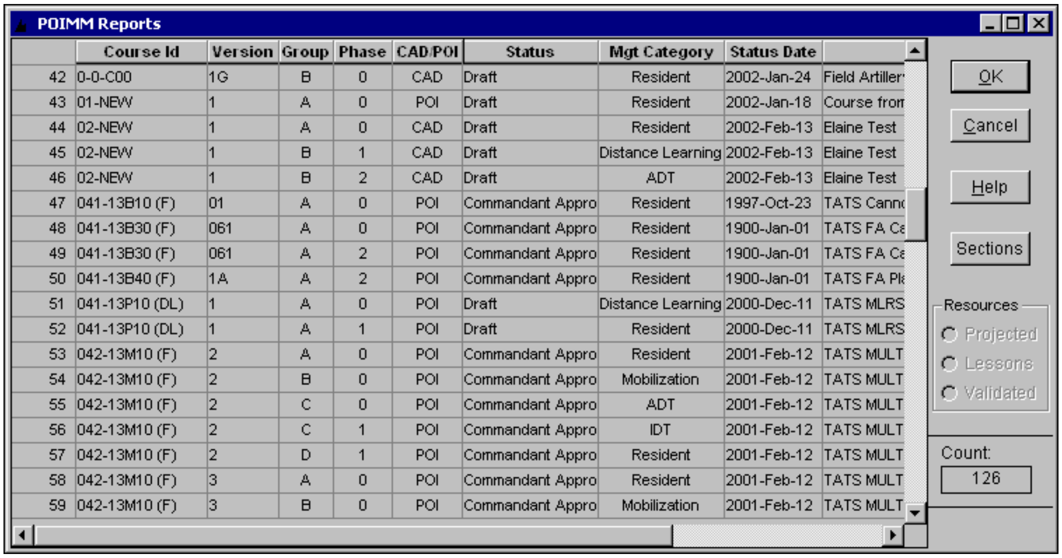


Figure 6-275: POIMM Report Options Window

This window displays the following fields:

Field	Description
Course Id	Indicates the Course Id.
Version	Indicates the version of the course.
Group	Indicates the course group.
Phase	Indicates the course phase.
CAD/POI	Indicates whether this is a POI or a CAD.
Status	Indicates the status of the course.
Mgt Category	Indicates the management category of the course.
Status Date	Indicates the date the status was changed.
Course Name	Indicates the course name.

From this listing the user may now select the POI report to be generated. Highlight the desired POI and click the **OK** button. The next window (Figure 6-276) will give the user various options to further refine the desired POI report.

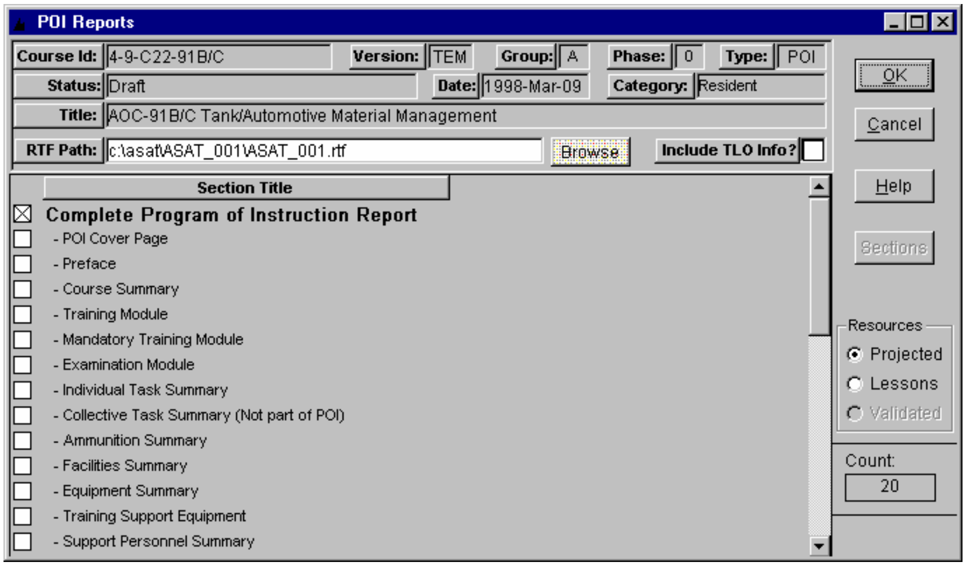


Figure 6-276: POI Section Options Window

The **Complete POI Report** box is the default selection. Clicking the **OK** button will generate a complete POI report for the desired course.

Deselecting the **Complete POI Report** box will result in all the sections being checked allowing the user to deselect those items that are not wanted in the report being created. The POI Report is divided into the following sections:

Section	Description
POI Cover Page	Identifies the course to which the POI addresses.
Preface	Provides general information pertaining to the entire course of instruction.
Course Summary	Provides academic and administrative information about the course of instruction.
Training Module	Provides a logical grouping of lessons within a course of instruction.
Mandatory Training Module	Provides a list of the mandatory training skills, knowledges, and tasks within a course of instruction.
Examination Module	Provides a list of examinations within a course of instruction.
Individual Task Summary	Provides a list of individual tasks within a course of instruction.
Collective Task Summary	Provides information about the collective tasks within the course of instruction. (Not part of POI)
Ammunition Summary	Provides a list of the types and quantities of ammunition required for the course of instruction.
Facilities Summary	Provides a list of the types and descriptions of the facilities used for the course of instruction.
Equipment Summary	Provides a list of the types and descriptions of the equipment used for the course of instruction.
Training Support Equipment	Provides a list of the equipment required to support the course of instruction.
Support Personnel Summary	Identifies the type of personnel required to support the course of instruction.
TADSS Summary	Provides a list of the types and quantities of TADSS required for the course of instruction.
MRAD Headquarters Validation	
Headquarters Memorandum	The first endorsement to the memorandum that contains the HQ TRADOC staff comments about the POI and CAD.

Section	Description
Memo of Transmittal	Provides information from the proponent that is not necessarily the format of a CAD/POI, but gives information for the reasons for submissions of the file.
Distance Learning Questionnaire	
Learning Sequence	(Not part of POI)

NOTE: To print the Course Administrative Data (CAD) information of a POI, select the ***Preface*** *checkbox and run the report. This will only show the CAD information for this course.*

The resources shown on the POI Report is dependent upon the status of the Course/Phase. The following table shows the selectable and default resources based upon the selected status:

Status	P	L	V	(Projected/Lessons/Validated)
Draft	X	X	-	Projected is the default
Commandant Approved	-	X	X	Validated is the default
Returned w/out Action	X	X	X	Projected is the default for CAD, Lessons for POI
Returned for Action	X	X	X	Projected is the default for CAD, Lessons for POI
MRAD Validated	-	X	X	Validated is the default
DCST Validated	-	X	X	Validated is the default
SMDR Approved	-	X	X	Validated is the default
Superseded	-	-	X	Validated is the default

6.15.7 Software User's Manual Report (RTF)

The **Software User's Manual Report** option from the Power Panel is used for embedded software development within the Intelligence community. The report uses TSP and associated Lesson Plan data entered into ASAT to produce the All Source Automated System (ASAS) SUM report. Lesson Plan data entered by these developers always includes Enabling Learning Objectives (ELOs).

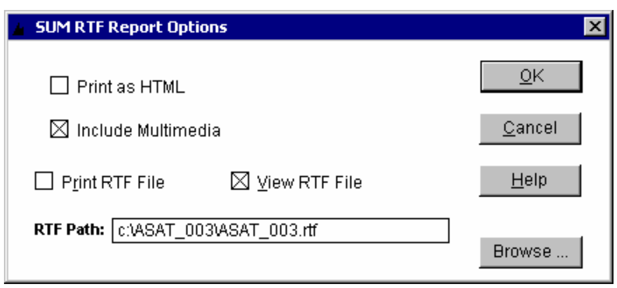


Figure 6-277: SUM Report Options Window

The SUM report print option allows you to generate a report as a Hypertext Markup Language (HTML) file that can be viewed through a Web browser or to generate a report as a Rich Text Format (RTF) file. The SUM print option also allows you to choose to print the report with or without the multimedia included. The default is to view a SUM report with multimedia included.

For this report, multimedia equates to Figures. The report format includes a Table of Figures, as well as figures displayed after the learning step to which they are linked. During report processing the figures are numbered in Lesson/ELO/Learning Step order. Figures linked to step/activities in the first lesson begin with 1-; the second lesson begins with 2-. If a figure title is entered in the **Step Multimedia Title** field when the graphic is linked to the learning step/activity, it will display after the report generated figure number.

You can change the report options as needed. If the **Include Multimedia** check-box is deselected, the Table of Figures and the individual figures will not display in the report. This allows review of reports without printing out voluminous multimedia.

TIP: *All files should be viewed before printing. Once the file is opened in MS Word, you can always use the* ***File\Print*** *menu option to print the file or portions of the file if desired.*

The path for storing the RTF file is displayed at the bottom of the screen. The default is to store the file where ASAT is currently loaded on your PC. The **Browse** button allows you to change the path. A separate sub-folder is created for each RTF report so that linked multimedia files can be stored in the same folder with the RTF report. You can change the name of the folder and/or the RTF report, but the report name must end with the RTF extension.

> ***TIP:*** *If the path is changed from the default, the path will display as changed for all RTF reports generated during the current session.*

The buttons on the side of the screen process the report as follows:

Button	**Description**
OK	Apply the currently selected report options to the next screen, which will be the TSP selection screen window.
Cancel	Clears all currently selected filter criteria check-boxes; and reverts back to the Power Panel.
Help	View online help.
Browse	Allows you to choose the path for the report.

After making the selections and clicking the **OK** button, a filter screen will display allowing you to specify which Training Support Packages (TSP) you wish to appear on your selection list. A *Select a TSP* screen (Figure 6-278) will appear next:

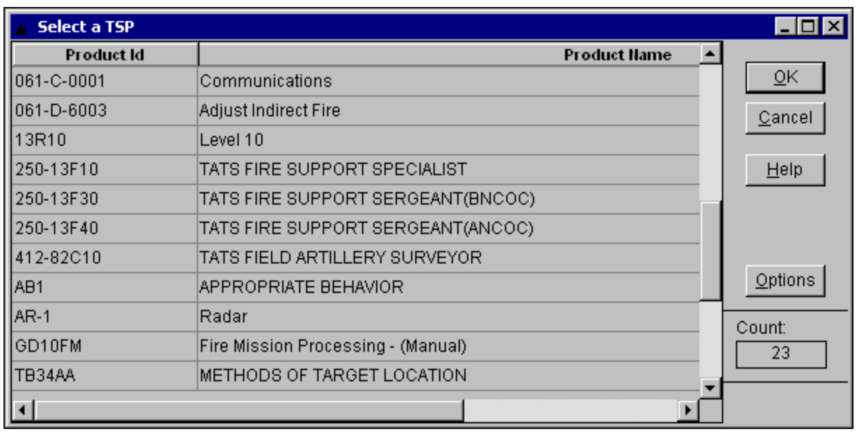


Figure 6-278: TSP Selection Screen

This screen provides you with a list of Training Supports Packages available for printing the report. Select the desired product by clicking in the record row and clicking the **OK** button to continue. The program will then process the report.

> ***Note:*** *The SUM report format is based on each lesson including Enabling Learning Objectives (ELO). If a lesson linked to the selected TSP does not include an ELO, a message identifying the lesson will display during the report-processing phase. The SUM report will include only the lesson title for any lesson not including ELOs.*

The buttons on this screen function as follows:

Button	**Description**
Options	Allows you to modify the options you have selected for this report.
Cancel	Cancels the process and exits back to the Power Panel.
Help	Provides assistance for this screen.

This page intentionally left blank.

ASAT 4.42 SAMPLE TSP/LESSON PLAN REPORT
WITH ASAT DATA ENTRY LOCATIONS IDENTIFIED IN PARENTHESIS

{Minimal information is entered to highlight the default entries. If Enabling Learning Objectives are not included in your lesson plan, the directions to tabs should be read TLO to TLO Steps/Activities.}

TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	157-A-0001 / Sample Format with ASAT Field/Tab Crosswalk ***{TSP Maintenance Grid/TSP ID field and TSP Title field.}***
Effective Date	***{TSP Grid or TSP Data tab/Effective Date field.}***
Supersedes TSP(s) / Lesson(s)	***{TSP/Supersedes tab.}***
TSP Users	***{TSP/Users tab.}***
Proponent	The proponent for this document is the Field Artillery School. ***{Automatic display followed by data from the TSP Grid or TSP Data tab/School field.}***
Improvement Comments	Users are invited to send comments and suggested improvements on DA Form 2028, *Recommended Changes to Publications and Blank Forms.* Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to: COMMANDER USATSC ATIC TISD MR GOUGH BLDG 3308 FT EUSTIS, VA 23604-5166 Telephone (Comm): (757) 878-4761 Telephone (DSN): 927-4761 e-mail: asat@atsc.army.mil ***{Automatic display on report of entry above up to the first colon. Address based on selection in the Comment to Organization field on the TSP Grid or TSP Data tab. Selections are maintained in School Organizations support table. Telephone numbers and email are displayed if the data is entered in the School Organizations support table.}***
Security Clearance / Access	***{Displays highest security level assigned to any Step/Activity in any lesson linked to this TSP. Lesson plan tab folder to Terminal Learning Objective tab to ELO tab to Learning Steps/Activities tab to Step/Activity Data tab/Security Classification field.}***
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the Army Training Support Center foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions. ***{Displays Foreign Disclosure Statement and the FD Code as viewed on the Lesson Plan/ Foreign Disclosure Statement tab. Data entered on the Lesson Data tab using the Foreign Disclosure and FD Installation/Activity fields. If there is more than one lesson plan, displays the highest level Foreign Disclosure Statement.}***

PREFACE

Purpose

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

{Automatic display on the report of the entry above followed by a listing of all tasks linked to any lesson plan linked to this TSP. Tasks are linked to a lesson plan through the Administrative Data tab to the Ind. Tasks Taught, Ind. Task Supported, Col. Tasks Taught and Col. Task Supported tabs. Tasks are automatically identified as Individual or Collective.}

Task Number	Task Title
Individual	
158-100-1150	Motivate Subordinates to Improve Performance
158-100-1385	Implement Measures to Reduce Operational Stress
Collective	
63-1-8058.06-A008	COORDINATE DEPLOYMENT TRAINING SUPPORT

This TSP Contains

TABLE OF CONTENTS

{Generated automatically by clicking in the F9 message displayed below the Table of Contents header in the RTF file and pressing the F9 key.}

{If more than one lesson plan is included in the TSP, the lessons will be numbered sequentially in the Table of Contents with sections identified for each as in the lesson portion of the table of contents above.

All Appendices will be listed in the Table of Contents with (N/A) identifying those that are not included in this TSP.}

{Information displayed is entered through the Create/Edit Lesson Outlines/Plans menu option unless otherwise stated.}

Sample Lesson Plan with ASAT Field/Tab Crosswalk
12345678 / Version 1
15 May 2002

{Lesson Plan Maintenance grid for Lesson Title, Id, Version, Effective Date. Title and Effective Date also accessible on Lesson Data tab.}

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson

Course Number	Version	Course Title

{Administrative Data tab to Courses tab.}

Task(s) Taught(*) or Supported

Task Number	Task Title
Individual	
158-100-1150 (*)	Motivate Subordinates to Improve Performance
158-100-1385 (*)	Implement Measures to Reduce Operational Stress
Collective	
63-1-8058.06-A008 (*)	COORDINATE DEPLOYMENT TRAINING SUPPORT

{Administrative Data tab to Ind. Tasks Taught tab, Ind. Tasks Supported tab, Col. Tasks Taught tab, and Col. Tasks Supported tab.}

Reinforced Task(s)

Task Number	Task Title

{Administrative Data tab to Ind. Tasks Reinforced tab.}

Academic Hours

The academic hours required to teach this lesson are as follows:

	Resident Hours/Methods	
	10 mins	/ Conference / Discussion
	35 mins	/ Demonstration
	1 hr 5 mins	/ Practical Exercise (Performance)
Test	0 hrs	
Test Review	0 hrs	
Total Hours:	2 hrs	

{Automatic rollup of academic hours by Method of Instruction as entered in the Time of Instruction field on the Introduction, Step/Activity and Summary Data tabs. Times are entered in tenths of an hour, but display here in hours and minutes. Times are based on a 50-minute academic hour.}

Test Lesson Number

	Hours	Lesson No.
Testing (To include test review)		N/A

{Administrative Data tab to Test Lessons tab. N/A displays if there are no Test Lessons.}

Prerequisite Lesson(s)

Lesson Number	Lesson Title
None	

{Administrative Data tab to Prerequisite Lessons tab. Automatic display of None on report if tab is empty.}

Clearance Access

Security Level: Confidential

{Displays highest security level assigned to any Step/Activity in this lesson. TLO tab to ELO tab to Learning Steps/Activities tab to Step/Activity Data tab/Security Classification field.}

Requirements: There are no clearance or access requirements for the lesson.

{TLO tab to ELO tab to Learning Steps/Activities tab to Security Considerations tab. Lists the Security Considerations entries for all Step/Activities in the lesson with the same security level as displayed in the Security Level field above. Automatic display on report as above if no information entered in the Security Consideration tab.}

Foreign Disclosure Restrictions

FD5. This product/publication has been reviewed by the product developers in coordination with the Army Training Support Center foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

{Displays Foreign Disclosure Statement and the FD Code as viewed on the Lesson Plan/Foreign Disclosure Statement tab. Data entered on the Lesson Data tab using the Foreign Disclosure Statement and Installation/Activity fields.}

References

{Administrative Data tab to Supporting Products tab. The Date field is maintained in the Products support table. The date field is blank if no date is entered in the Products support table.}

Number	Title	Date	Additional Information

Student Study Assignments

None

{Administrative Data tab to Study Assignments tab. Automatic display of None on report if tab is empty.}

Instructor Requirements

None

{Administrative Data tab to Instructor Requirements tab. Automatic display of None on report if tab is empty.}

Additional Support Personnel Requirements

Name	Stu Ratio	Qty	Man Hours

None

{TLO tab to TLO Resources tab to Support Personnel tab or to ELO tab to ELO Resources tab to Support Personnel tab or to Learning Steps/Activities tab to Support Personnel tab. Links should be made at the lowest level at which the support personnel are needed. Rollup of Support Personnel entries for this lesson. Highest Quantity entered for each type of support personnel will display. The total man-hours entered for each type of support personnel will display. Automatic display of None on report if tabs are empty.}

Equipment Required for Instruction

ID Name	Stu Ratio	Instr Ratio	Spt	Qty	Exp

None

{Rollup of Step/Activity entries for the lesson plan. TLO tab to ELO tab to Learning Steps/Activities tab to Equipment Tab and TADSS tab. Ratio or support quantity for non-expendable equipment/TADSS is the highest ratio or quantity indicated for a step in the lesson plan. Ratio or support quantity for expendable

	equipment/TADSS is a rollup of all like equipment/TADSS step ratios or support quantities. The Expendable field is maintained in the Equipment (Materiel Items) support table and the TADSS support table. Automatic display of None on report if tabs are empty.}
Materials Required	**Instructor Materials:** None *{Administrative Data tab to Instructor Materials tab. Automatic display of None on report if tab is empty.}* **Student Materials:** None *{Administrative Data tab to Student Materials tab. Automatic display of None on report if tab is empty.}*
Classroom, Training Area, and Range Requirements	*{TLO tab to ELO tab to Learning Steps/Activities tab to Facilities tab. Rollup of Step/Activity entries for this lesson.}*

Ammunition Requirements

Id	Name	Exp	Stu Ratio	Instr Ratio	Spt Qty
None					

{TLO tab to Resources tab to DODIC tab or ELO tab to Resources tab to DODIC tab or Learning Steps/Activities tab to DODIC tab. Ratios or support quantities for non-expendable DODIC is the highest ratio or quantity indicated in the lesson plan. Ratios or support quantities for expendable DODIC is a rollup of all like DODIC ratios or support quantities. The Expendable field is maintained in the DODIC Support table Type field. Live DODIC is expendable. Dummy and Inert DODIC are not expendable. Automatic display of None on report if tab is empty.}

Instructional Guidance

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

{Administrative Data tab to Instructional Guidance tab. Automatic display on report of NOTE above followed by user entry on Instructional Guidance tab.}

Proponent Lesson Plan Approvals

Name	Rank	Position	Date
{Name, Rank and Position entered on the Administrative Data/Approvals tab.}			*{Personnel listed in the Name column enter an approval date using the Individual Module Lesson Plan Approval menu option.}*

SECTION II. **INTRODUCTION**

{Four fields below entered through Introduction tab to Introduction Data tab. Time of Instruction is entered in tenths of an hour, but displays here as hours and minutes. Times are based on a 50-minute academic hour. Media is from Technique of Delivery field.}

Method of Instruction: Conference / Discussion
Instructor to Student Ratio is: 1:15
Time of Instruction: 5 mins
Media: Training Aid

Motivator

{Introduction tab to Motivator tab.}

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Prepare a TSP Lesson Plan
Conditions:	Using ASAT
Standards:	All data will be entered in the appropriate fields.

{Terminal Learning Objective tab to TLO Action, TLO Condition and TLO Standard tabs. Automatic display on report of the NOTE and lead-in sentence above.}

Safety Requirements

None

{Introduction tab to Safety tab. Automatic display on report of None if tab is empty.}

Risk Assessment Level

Low

{Lesson Data tab/Risk Assessment Level field. Default entry is Low. If level is Medium, High, or Extremely High use the Risk Assessment Note tab at the Lesson level to enter additional text that will display after the level. Text is preceded by a dash.}

Environmental Considerations

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

None

{Introduction tab to Environmental tab. Automatic display on report of NOTE above followed by user entry on Environmental tab. Automatic entry on report of None if tab is empty.}

Evaluation

{Introduction tab to Evaluation tab. Automatic display on report of NOTE above followed by user entry on Evaluation tab.}

Instructional Lead-In

{Introduction tab to Instructional Lead-In tab.}

SECTION III. PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

{Automatic display on report of NOTE above. The ELO is entered through Terminal Learning Objective tab to Enabling Learning Objective tab to ELO Data, Condition and Standard tabs. If there are no ELOs for the Lesson, the NOTE above and the ELO portion below will not display and the report will proceed with Learning Step/Activity 1.}

A. ENABLING LEARNING OBJECTIVE

ACTION:	Enter Section I: Administrative Data information.
CONDITIONS:	Using the current ASAT version
STANDARDS:	All Administrative Data information will be entered in the appropriate fields.

{All Learning Step/Activity data is accessed through the Terminal Learning Objective tab to Enabling Learning Objectives tab to Learning Steps/Activities tab. The five fields below are accessed on the Step/Activity Data tab. Time of Instruction is entered in tenths of an hour, but displays here as hours and minutes. Times are based on a 50-minute academic hour. Media is from the Techniques of Delivery field. The Security Classification field displays below Media ONLY when the classification is higher than unclassified.}

1. Learning Step / Activity 1. Link the lesson plan to individual tasks taught.

Method of Instruction:	Demonstration
Instructor to Student Ratio:	1:15
Time of Instruction:	15 mins
Media:	Computer Based Instruction (CBI)
Security Classification:	Confidential

{Steps/Activities below are entered through the Step/Activity Data tab using the Step/Activity Edit button. The user enters letters a., b., c., etc. NOTE: Small graphics (not PowerPoint slides) may be displayed in the text when linked on the learning step/activity Multimedia tab following instructions found in the Lesson: Resources: Multimedia on-line help topic.}

a. Click on the lesson plan Administrative Data Tab to display the tabs available for entering information that displays in Section 1, Administrative Data on a lesson plan.
b. Click on the Individual Tasks Taught tab.
c. Click on the View All button displayed at the bottom of the screen. An Individual Task Filter screen will display.
d. Select the desired filter criteria to limit the number of individual task displayed on the next screen. Click the OK button to activate.
e. Double click to link an individual task to this lesson plan.

NOTE: Conduct a check on learning and summarize the learning activity.

[Learning Steps/Activities tab to Check on Learning tab. The word NOTE: displays automatically on the report followed by data from the tab. The statement above is entered automatically on the Check on Learning tab when a step is created. The user can edit the information on the tab.}

2. Learning Step / Activity 2. Link lesson plan to supported individual task.

Method of Instruction: Demonstration
Instructor to Student Ratio: 1:15
Time of Instruction: 15 mins
Media: Computer Based Instruction (CBI)

{Information entered through the Step/Activity Data tab using the Step/Activity Edit button is displayed.}

NOTE: Conduct a check on learning and summarize the learning activity.

3. Learning Step / Activity 3. Link Lesson plan to collective tasks taught.

Method of Instruction: Demonstration
Instructor to Student Ratio: 1:15
Time of Instruction: 5 mins
Media: Computer Based Instruction (CBI)

{Information entered through the Step/Activity Data tab using the Step/Activity Edit button is displayed.}

NOTE: Conduct a check on learning and summarize the learning activity.

4. Learning Step / Activity 4. Complete PE for Link lesson Plan to Administrative Data information.

Method of Instruction: Practical Exercise (Performance)
Instructor to Student Ratio: 1:15
Time of Instruction: 1 hr 5 mins
Media: Computer Based Instruction (CBI)

a. Provide each student with a copy of PE 12345678 included with this TSP.
b. Read instructions to the students.

NOTE: Conduct a check on learning and summarize the learning activity.

CHECK ON LEARNING: Conduct a check on learning and summarize the ELO.

{Enabling Learning Objective tab to Check on Learning tab. The words CHECK ON LEARNING: display automatically on the report followed by data from the tab. The statement above is entered automatically on the Check on Learning tab when an ELO is created. The information can be edited on the tab. This ELO Check on Learning entry will not display on the report if there are no ELOs for the lesson plan.}

B. ENABLING LEARNING OBJECTIVE

{Any additional ELOs will display in the same format as ELO A above.}

SECTION IV. SUMMARY

{Four fields below entered through Summary tab to Summary Data tab. Time of Instruction is entered in tenths of an hour, but displays here as hours and minutes. Times are based on a 50-minute academic hour. Media is from the Technique of Delivery field.}

Method of Instruction: Conference / Discussion
Instructor to Student Ratio is: 1:15
Time of Instruction: 5 mins
Media: Training Aid

Check on Learning

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

{Summary tab to Check on Learning tab. The statement above is created automatically on the Check on Learning tab when a lesson is created. This information can be edited on the tab.}

Review / Summarize Lesson

{Summary tab to Review/Summarize tab.}

Transition to Next Lesson

{Create/Edit Training Support Package (TSP) to Lessons tab to Transition Edit button. The transition block is required if more than one lesson is included in the TSP. It will display on the report if data is entered through the Lessons tab in the TSP tab folder. Click on the Edit button in the Transition column for the lesson from which the transition is being made.}

SECTION V. STUDENT EVALUATION

Testing Requirements	**NOTE:** Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan. ***Student Evaluation tab to Testing Requirements tab. Automatic display on report of the NOTE above followed by user entry on Testing Requirements tab.}***
Feedback Requirements	**NOTE:** Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed. ***{Student Evaluation tab to Feedback Requirements tab. Automatic display on report of the NOTE above followed by user entry on Feedback Requirements tab.}***

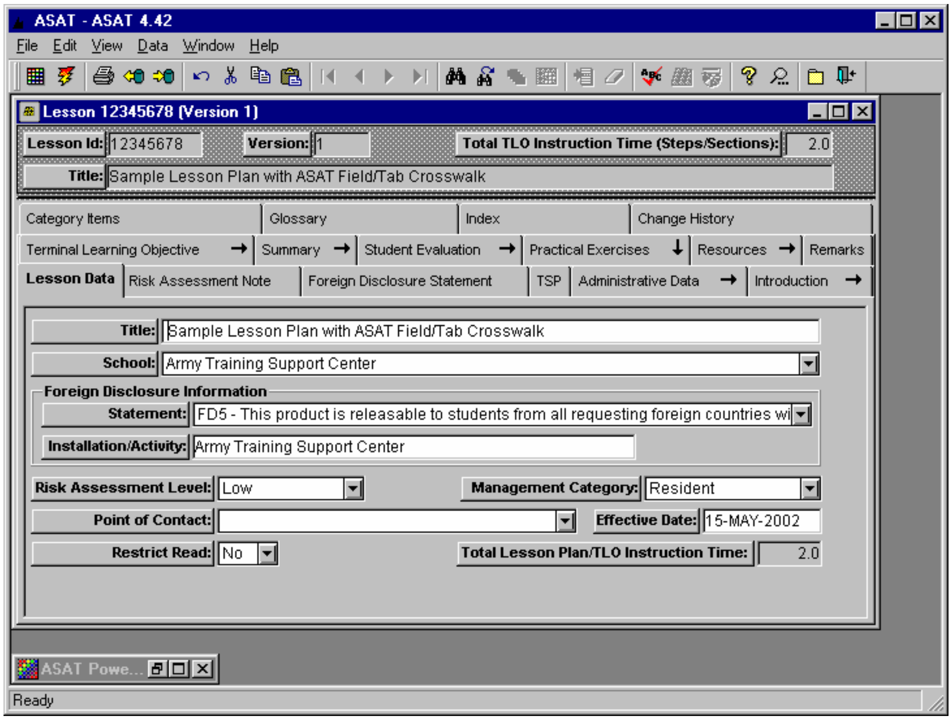
{Any additional lesson plans will follow the same format as the lesson plan above with a page break between lesson plans.}

VIEWGRAPHS FOR LESSON 1: 12345678 version 1

Enabling Learning Objective A

Learning Step 1

VGT 1, Lesson Plan tab folder



{TLO tab to Resources tab to Multimedia tab or ELO tab to Resources tab to Multimedia tab or Learning Steps/Activities tab to Multimedia tab. Picks up any items linked on the Multimedia tabs that begin with Viewgraph, Vugraph, or VGT in the Step Multimedia ID field.

If a PowerPoint presentation is linked, MS Word will display/print out only the first slide in the PowerPoint presentation. The remaining slides can be viewed by double clicking on the first slide, but must be accessed with a compatible version of PowerPoint in order to print.

TSP/Lesson Plan report setup allows production of reports without displaying the multimedia. This feature is useful during the lesson plan development process. If the Without Multimedia option is selected during report setup, only the following information will display with a page break between lessons: Step Multimedia Id, Step Multimedia Name and ELO Id and/or Step/Activity Id to which the viewgraph is linked.

Multimedia is maintained in the Multimedia support table in ASAT. See ASAT on-line help topic Lesson: Resources: Multimedia. NOTE: Small graphics (not PowerPoint slides) can be displayed in learning step/activity text by following procedures outlined in the same on-line help topic.}

Appendix B Test(s) and Test Solution(s) (N/A)

{ TLO tab to Resources tab to Test Questions tab or ELO tab to Resources tab to Test Questions tab or Learning Steps/Activities tab to Test Questions tab. Separate Edit buttons are used for the Question and the Answer. One test per lesson plan is generated with the solution on a separate page. All items will be incorporated into one test for the lesson with the questions grouped by Type. The Questions and Solutions are numbered sequentially by the report. See ASAT help topic Lesson: Resources: Test Questions.}

PRACTICAL EXERCISE SHEET 12345678 PE1

{PEs are entered using the Practical Exercises tab at the lesson level. PRACTICAL EXERCISE SHEET displays automatically on the report followed by the entry made in the Practical ID field. Many field/tabs in the PE tab folder will be filled automatically if data has been entered on ASAT lesson plan tabs PRIOR to the creation of the PE record on the Practical Exercise tab. The tabs from which this data may be copied automatically are noted below where applicable. This pre-filled data can be edited or deleted as required.

PE Times of Instruction must be entered at the learning step/activity level to display on the Academic Hours block in Administrative Data. A PE may cover the lesson (TLO), an ELO or a learning step/activity.}

Title

Sample Lesson Plan with ASAT Field/Tab Crosswalk

{Practical Exercises tab/Title field. Lesson title from Lesson grid or Lesson Data tab is entered automatically but can be edited.}

Lesson Number/Title

12345678 version 1 / Sample Lesson Plan with ASAT Field/Tab Crosswalk

{Lesson number and version from Lesson Plan grid/lesson title from Lesson grid or Lesson Data tab}

Introduction

{Practical Exercise tab to Introduction tab.}

Motivator

{Practical Exercise tab to Motivator tab. Possible automatic entry on tab from the Introduction-Motivator tab.}

Terminal Learning Objective

NOTE: The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.

At the completion of this lesson, you [the student] will:

{Automatic display of the NOTE and lead-in sentence followed by selection made for the TLO/ELO/Learning Step field on the Practical Exercise Data tab. The field selection will determine the report section title and whether the TLO, an ELO or a learning step activity is displayed in the block below.}

Action:	Prepare a TSP Lesson Plan
Conditions:	Using ASAT
Standards:	All data will be entered in the appropriate fields.

Safety Requirements

{Practical Exercises tab to Safety tab. Possible automatic entry on the tab from the Introduction/ Safety tab.}

Risk Assessment Level

Low

{Lesson Data tab/Risk Assessment Level field. Default entry is Low. If level is Medium, High, or Extremely High use the Risk Assessment Note tab at the Lesson level to enter additional text that will display after the level. Text is preceded by a dash.}

Environmental Considerations

{Practical Exercises tab to Environmental tab. Possible automatic entry on the tab from the Introduction /Environmental tab.}

Evaluation

{Practical Exercises tab to Evaluation tab. Possible automatic entry on the tab from the Introduction/Evaluation tab.}

Instructional Lead-In

{Practical Exercises tab to Instructional Lead-in tab. Possible automatic entry on the tab from the Introduction/Instructional Lead-in tab.}

Resource Requirements	**Instructor Materials:** ***{Practical Exercises tab to Instructor Resources tab. Possible automatic entry on the tab from the Administrative Data/Instructor Resources tab.}*** **Student Materials:** ***{Practical Exercises tab to Student Resources tab. Possible automatic entry on the tab from the Administrative Data/Student Resources tab.}***
Special Instructions	***{Practical Exercises tab to Special Instructions tab.}***
Procedures	***{Practical Exercises tab to Practical Exercise Data tab/Procedures Edit button.}***
Feedback Requirements	***{Practical Exercises tab to Feedback Requirements tab. Possible automatic entry on the tab from the Student Evaluation/Feedback Requirements tab.}***

SOLUTION FOR
PRACTICAL EXERCISE 12345678 PE1

{Practical Exercises tab to Practical Exercise Data tab/Solution Edit button. SOLUTION FOR *PRACTICAL EXERCISE displays automatically on the report followed by the entry made in the Practical ID field****}***

Appendix D Student Handouts (N/A)

{TLO tab to Resources tab to Multimedia tab or ELO tab to Resources tab to Multimedia tab or Learning Steps/Activities tab to Multimedia tab. Picks up any items linked on the Multimedia tabs that begin with Handout in the Step Multimedia ID field

MS Word will display/print out just the first page of the handout with the TSP or Lesson Plan report. The remaining handout pages can be viewed by clicking on the page displayed, but must be accessed with a compatible version of MS Word in order to print.

TSP/Lesson Plan report setup allows production of reports without displaying the multimedia. This feature is useful during the lesson plan development process. If the Without Multimedia option is selected during report setup, only the following information will display with a page break between lessons: Step Multimedia Id, Step Multimedia Name and ELO Id and/or Step/Activity Id to which the handout is linked. (Same as Appendix A, Viewgraphs)

Multimedia is maintained in the Multimedia support table in ASAT. See ASAT on-line help topic Lesson: Resources: Multimedia.}

CHAPTER 7

SUPPORT MODULE

7.1 Support Module Overview

The following topics are covered in this chapter:

The **Support** Module is made up of support tables that contain data that is used to populate picklists. The populated picklists are used to populate fields or to make links to records in the **Doctrine**, **Collective**, **Individual**, and **System Administration** Modules of ASAT. Support tables display as a grid or spreadsheet.

Operations available on a support table may include adding, editing, copying, or deleting records, or making links to other tables in ASAT. Refer to section 9.3, Grids, for more information about working in a grid and section 9.4, Tab Folders, for information about picklist tabs.

7.2 General Tables

A support table in the **General** category may be used by the **CATS** Module, **Doctrine** Module, **Collective** Module, **Individual** Module, and/or the **System Administration** Module.

There are 23 tables listed in the **General** section of the **Support** Module. They are listed as follows, along with the section number where they are covered in the user's guide.

Table	Section
Categories	7.2.1
Category Items	7.2.2
Certification Types	7.2.3
DODIC	7.2.4
Echelons	7.2.5
Equipment (Materiel Items)	7.2.6
Equipment Remarks	7.2.7
Facility Categories	7.2.8
Glossary	7.2.9
Line Item Number (LIN) Equipment	7.2.10
Multimedia Data	7.2.11
Organization Paragraphs	7.2.12
Organizations	7.2.13
Personnel	7.2.14
Personnel Remarks	7.2.15
Products	7.2.16
Proponents	7.2.17
School Organizations	7.2.18
Schools	7.2.19
TADSS	7.2.20
Task Performance Locations	7.2.21
Training Facility	7.2.22
Unit Measures	7.2.23

To make a selection for the **General** section of support tables, click **Support** on the Power Panel shown in the following window. The **General** section appears; to reach the other sections use the vertical scroll bar.

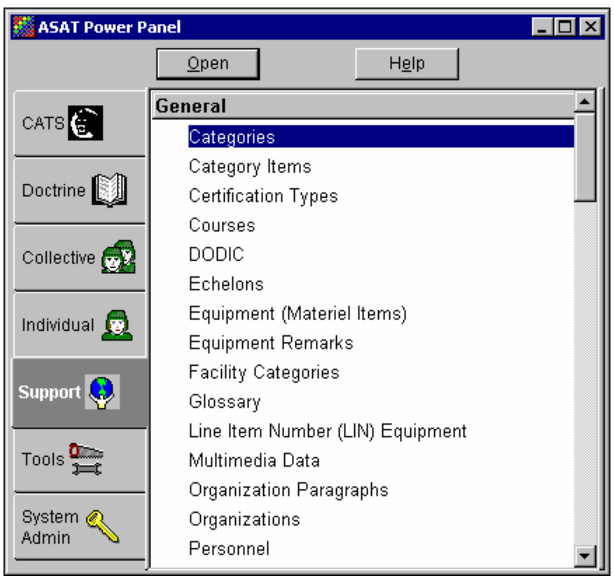


Figure 7-1: Support Module – General Tables

7.2.1 Categories

Categories is an ASAT capability that allows the user to add a tab folder that defines the picklist of choices for linking to Collective Task, Individual Task, Drill Task, Equipment, and Multimedia. For example, at the **Collective Task** tab folder, the user can add a category to identify tasks as performed by Commander, Staff, or Soldier.

7.2.1.1 Create/Edit Categories and Category Items

On the Power Panel, double-click on the **Categories** title or highlight it and click the **Open** button. The *Category Maintenance* grid appears (Figure 7-2) as a **grid-detail** view of the category information. Any previously developed Categories will appear in the list.

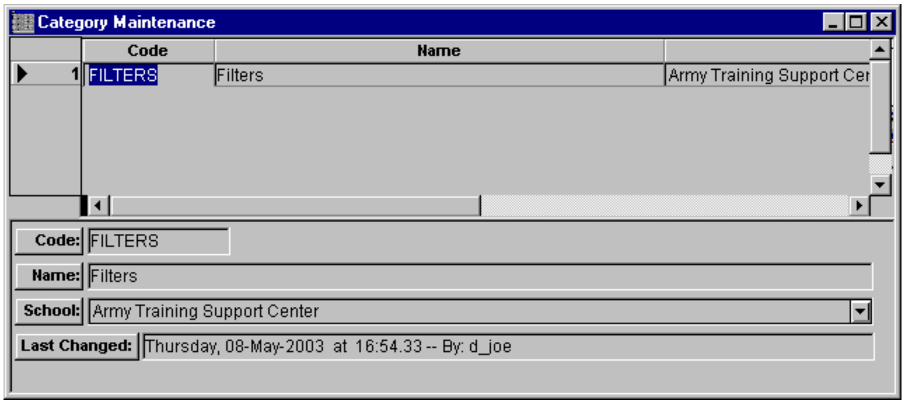


Figure 7-2: Category Maintenance Grid

The top half of the window is a grid of rows and columns of data. The bottom half of the window displays details of the information focused on the grid above.

The following columns appear on this window:

Field	Description
Category Code	Contains the identifying code for the Category. The maximum entry length for this field is 12 characters (mandatory entry for new records.) Refer to the ASAT online help system index under the title ASAT ID Formats for the recommended entry format.
Category Name	Contains the category name.
School	Contains the school associated with the category.

Any of these can be edited by clicking your selection, clicking the **Data** menu and then selecting **Related Data** (or click the **Related Data** toolbar button) to reach the **Category** tab folder. The main purpose of the maintenance grid is to find and click on the **Category** to work on. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window, including the search features (**View – Find Text** options on the menu bar) to help you find the right Category.

The following explanation will give an example of adding a new category; for example, to identify tasks as performed by Commander, Staff, or Soldier.

Step 1: On the *Category Maintenance* grid, click the **Insert Record** toolbar button to open up a blank record line in the list.

- In the **Category Code** column enter an identifier for the category. In the **Category Name** column enter a name that is long enough to define the category. In our example, we will use the code PERFORMED and name it Collective Task Performed By.

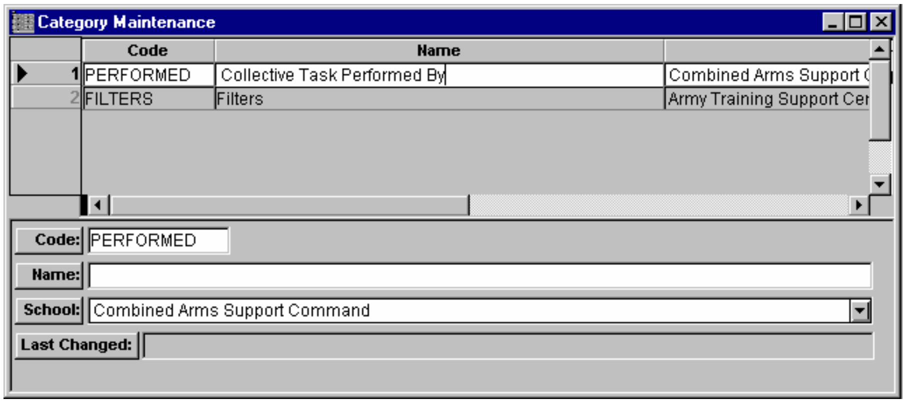


Figure 7-3: Create/Edit Categories and Category Items

- Click the **Update Data** toolbar button to save the new category record.

Step 2: Click the **Related Data** toolbar button to access the tab folder. There are three tabs, **Category Data**, **Description**, and **Category Items**.

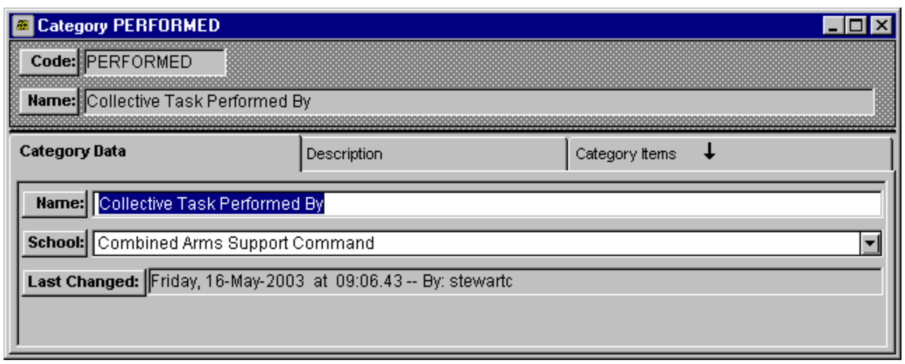


Figure 7-4: Category Tab Folder

Clicking the Description tab (Figure 7-5) reveals a **block** data tab. Enter a description of the Category in this block.

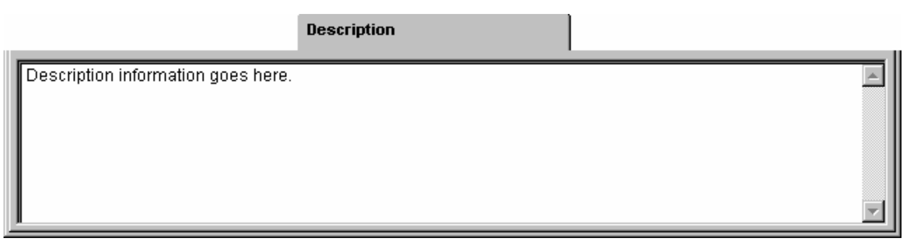
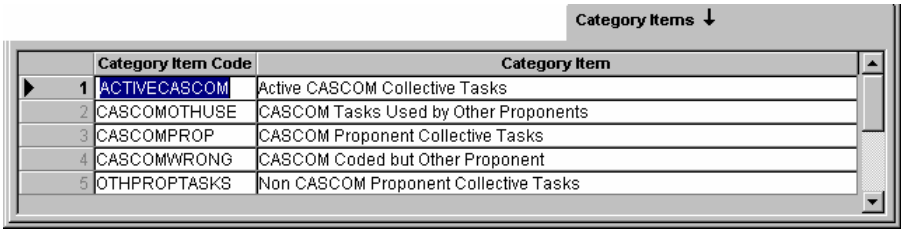


Figure 7-5: Description Tab

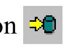
Clicking **Category Data** reveals two fields, **Category Name** and **School**. Clicking the **Category Items** tab reveals an **Insert Record** type window, which has no records. **Category Items** are the choices of the Category as shown in Figure 7-6:



Category Items

	Category Item Code	Category Item
1	ACTIVECASCOM	Active CASCOM Collective Tasks
2	CASCOMOTHUSE	CASCOM Tasks Used by Other Proponents
3	CASCOMPROP	CASCOM Proponent Collective Tasks
4	CASCOMWRONG	CASCOM Coded but Other Proponent
5	OTHPROPTASKS	Non CASCOM Proponent Collective Tasks

Figure 7-6: Category Items Tab

- Click the **Insert Record** toolbar button  to open an entry line to enter the **Category Code** and **Category Item Name**.
- Click the **Update Data** toolbar button  to save the new **Category Item** records.

7.2.1.2 Relating Data to Category Items Using the Tab Folder

With the Category Items entered, you are now ready to link **Related Data** to a Category Item. Click a Category Item to focus and then click the **Related Data** toolbar button to access five tab folder selections of **Related Data**. This linking capability is also available under the Category Items support table. Refer to section 7.2.2 for details on these five tabs.

7.2.2 Category Items

Category Items only works in conjunction with **Category** as explained previously in section 7.2.1.2. To make a **Category Item** selection, click **Support** on the Power Panel. The **General** section appears; double-click **Category Items** to bring up the *Category Item Maintenance* grid. The *Category Item Maintenance* grid (Figure 7-7) is a **grid-detail** view.

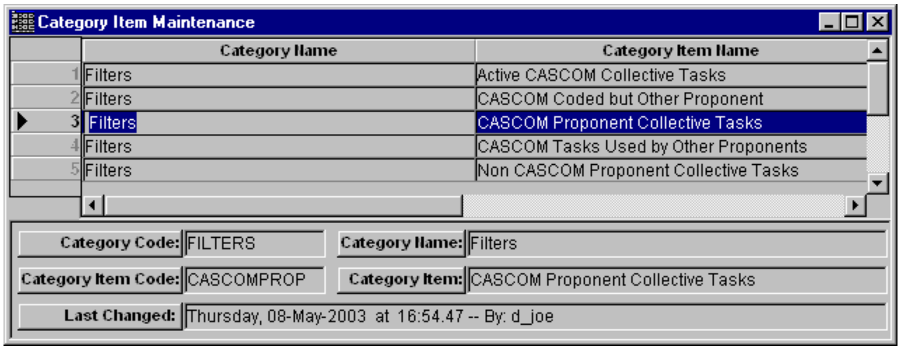


Figure 7-7: Category Item Maintenance Grid

The following columns appear on this tab:

Field	Description
Category Code	Displays the identifier for the Category.
Category Name	Displays the name of the Category.
Category Item Code	Displays the Category code for the identifying item.
Category Item	Displays the name of the Category item.

- New **Category Items** cannot be added here; they must be added as described previously under the **Category** section, 7.2.1.1.

- The main purpose of the *Category Item Maintenance* grid window is to double-click on the selected **Category Item** in order to reach the **Category Item** tab folder to allow the linking of **Related Data**.

- To access the **Category Item** tab folder, click the **Data** menu and then select **Related Data** or click the **Related Data** toolbar button  to reach the **Category Items Maintenance** tab folder. They are: **Description**, **AUTL/UJTL Links**, **Collective Task Links**, **Drill Task Links**, **Individual Task Links**, **Lesson Plan Links**, **Product Links**, **Equipment Links**, and **Multimedia Links**.

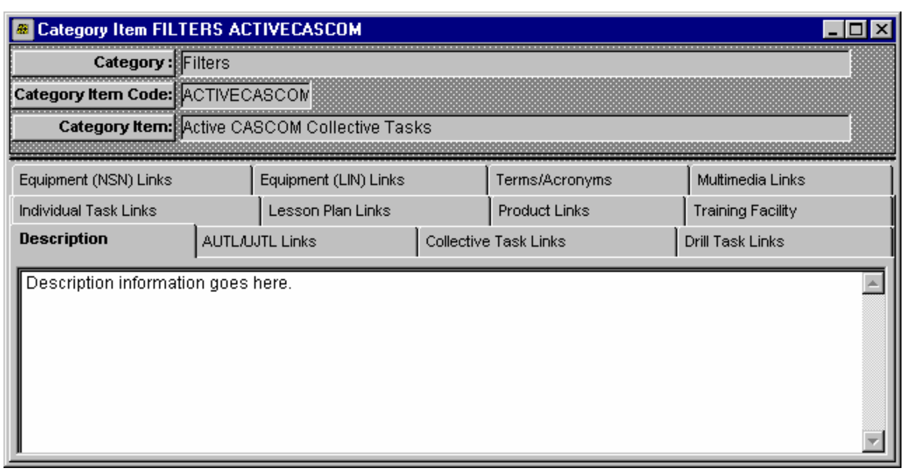


Figure 7-8: Category Item Tab Folder

Notice the Header is focused on the selected Category Item allowing one or many linkages on each tab folder. Most of these tabs are **picklist** tabs. Refer to section 9.4.1.3 for instructions on using **picklist** tabs. The tab folder selections, shown in Figure 7-8, are described in the following subparagraphs.

Description Tab

The **Description** tab (Figure 7-8) is a block data tab used to enter a description of the Category Item.

AUTL/UJTL Links Tab

The AUTL/UJTL Links tab (Figure 7-9) is a picklist tab used to link one or many AUTL/UJTLs to the selected Category Item in the header.

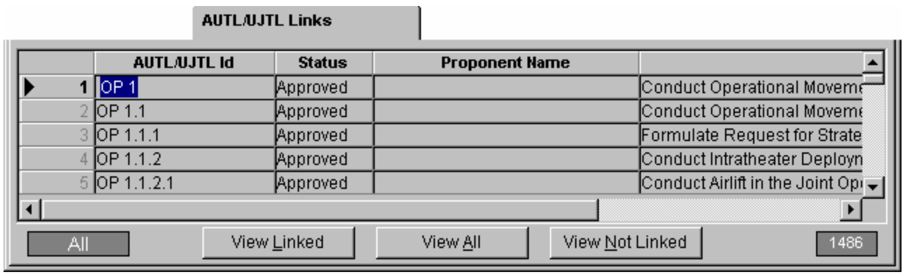


Figure 7-9: AUTL/UJTL Links Tab

The information used to link data at this window include:

Field	Description
AUTL/UJTL Id	Shows the Id number of the AUTL or UJTL.
Status	Indicates the status of the AUTL or UJTL.
Proponent Name	Indicates the name of the proponent for the AUTL/UJTL.
AUTL/UJTL Title	Indicates the title of the AUTL/UJTL.

Collective Task Links Tab

The **Collective Task Links** tab (Figure 7-10) is a **picklist** tab used to link one or many collective tasks to the selected **Category Item** in the header.

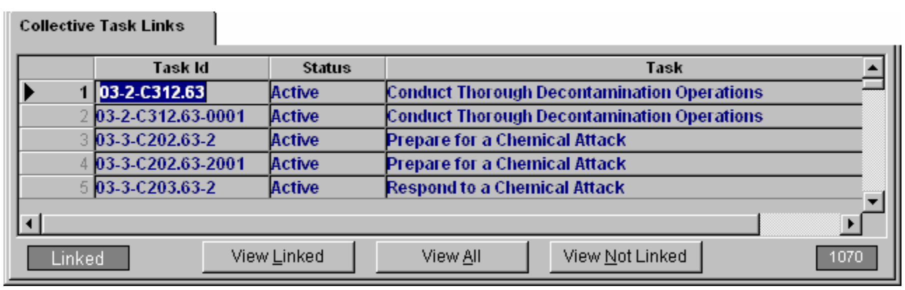


Figure 7-10: Collective Task Links Tab

The information used to link data at this window include:

Field	Description
Task ID	Task identification number.
Status	Contains the category code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Task	Title of the collective task.

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Collective Task* screen will display to assist in defining the list of collective tasks from which to select.

Drill Task Links Tab

The **Drill Task Links** tab (Figure 7-11) is a **picklist** tab used to link one or many drill tasks to the selected **Category Item** in the header.

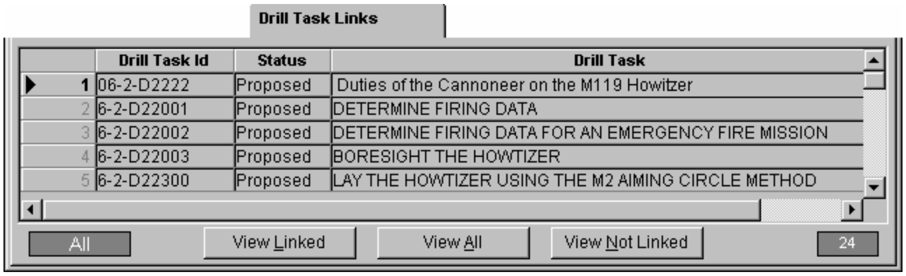


Figure 7-11: Drill Task Links Tab

The information used to link data at this window include:

Field	Description
Drill Task ID	Task identification number.
Status	Contains the category code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Drill Task	Title of the drill task.

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Drill Task* screen will display to assist in defining the list of drills from which to select.

Individual Task Links Tab

The **Individual Task Links** tab (Figure 7-12) is a **picklist** tab used to link one or many individual tasks to the selected **Category Item** in the header.

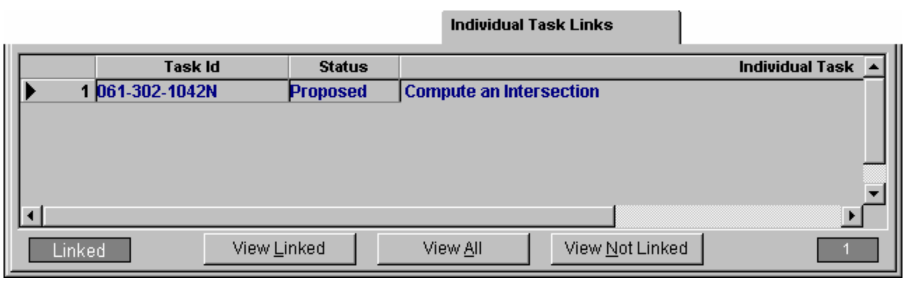


Figure 7-12: Individual Task Links Tab

The information used to link data at this window include:

Field	Description
Task Id	Task identification number.
Status	Contains the category code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Individual Task	Title of the individual task.

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Individual Task* screen will display to assist in defining the list of individual tasks from which to select.

Lesson Plan Links Tab

The **Lesson Plan Links** tab (Figure 7-13) is a **picklist** tab found in the **Category Item** tab folder in the **Support** Module. It allows the user to connect Lesson Plans to the current Category Item in the header. The **Lesson Id**, **Version**, and **Lesson Name** are view-only fields. Click on the **Related Data** toolbar button to access the **Lesson** tab folder to view additional related data.

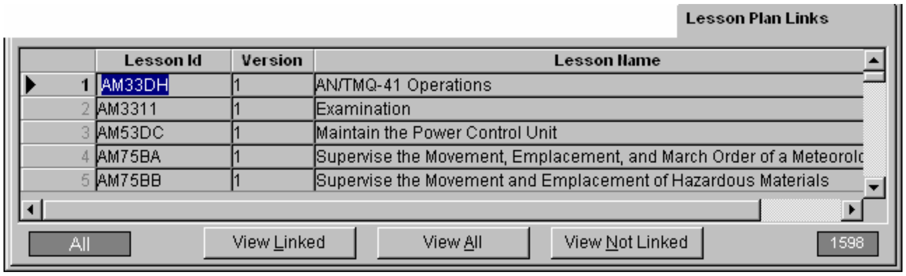


Figure 7-13: Lesson Plan Links Tab

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Lessons* screen will display to assist in defining the list of lessons from which to select.

Product Links Tab

The **Product Links** tab (Figure 7-14) is a **picklist** tab found in the **Category Item** tab folder in the **Support** Module. It allows the user to connect products to the current Category Item in the header. The **Product ID**, **Status**, **Type**, and **Product Name** are view-only fields. Click on the **Related Data** toolbar button to access the **Product** tab folder to view additional related data.

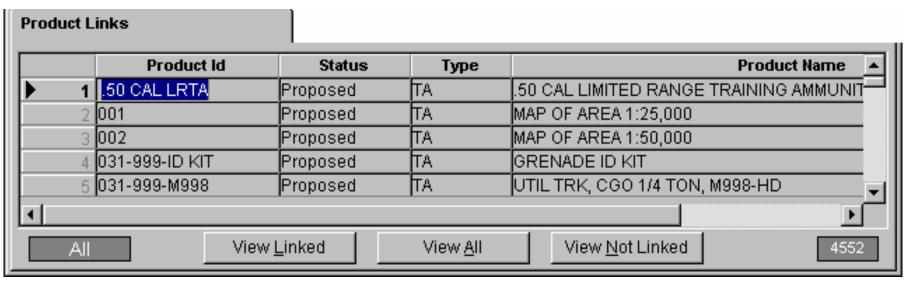


Figure 7-14: Product Links Tab

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Products* screen will display to assist in defining the list of products from which to select.

Training Facility Tab

The **Training Facility** tab (Figure 7-15) is a **picklist** tab that allow the user to connect training facilities to the current Category Item in the header. The **Training Facility ID** and **Training Facility Type** are view-only fields. Click on the **Related Data** toolbar button to access the **Training Facility** tab folder to view additional related data.

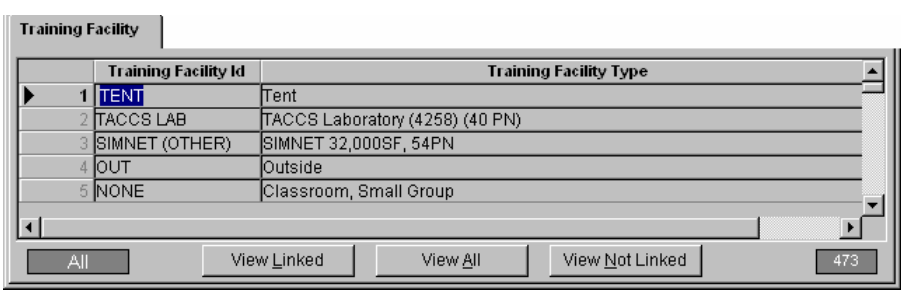


Figure 7-15: Training Facility Tab

Equipment (NSN) Links Tab

The **Equipment (NSN) Links** tab (Figure 7-16) is a **picklist** tab used to link one or many equipment items (NSN) to the selected **Category Item** in the header.

Figure 7-16: Equipment (NSN) Links Tab

The information used to link data at this window include:

Field	Description
Equipment Id	Equipment identification number.
Name	Title of the equipment.

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Equipment (Material)* screen will display to assist in defining the list of equipment from which to select.

Equipment (LIN) Links Tab

The **Equipment (LIN) Links** tab (Figure 7-17) is a **picklist** tab used to link one or many equipment items (LIN) to the selected **Category Item** in the header.

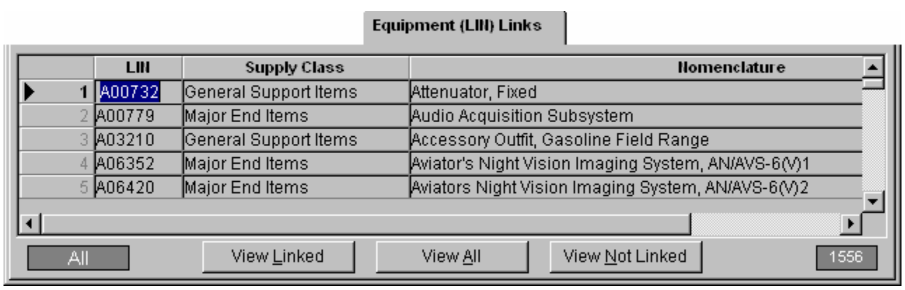


Figure 7-17: Equipment (LIN) Links Tab

The information used to link data at this window include:

Field	Description
LIN	Equipment Line Item Number.
Supply Class	Indicates the Supply Class of the item.
Nomenclature	Indicates the name of the item.

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Line Item Number (LIN)* screen will display to assist in defining the list of equipment from which to select.

Terms/Acronyms Tab

The **Terms/Acronyms** tab (Figure 7-18) is a **picklist** tab used to link one or many terms/acronyms to the selected **Category Item** in the header.

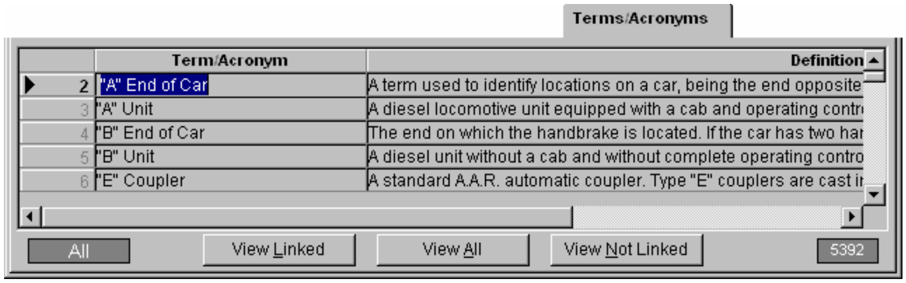


Figure 7-18: Terms/Acronyms Tab

The information used to link data at this window include:

Field	Description
Term/Acronym	Indicates the term or acronym
Definition	Indicates the meaning of the term or acronym.

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Glossary Terms* screen will display to assist in defining the list of equipment from which to select.

Multimedia Links Tab

The **Multimedia Links** tab (Figure 7-19) is a **picklist** tab used to link one or many multimedia to the selected **Category Item** in the header.

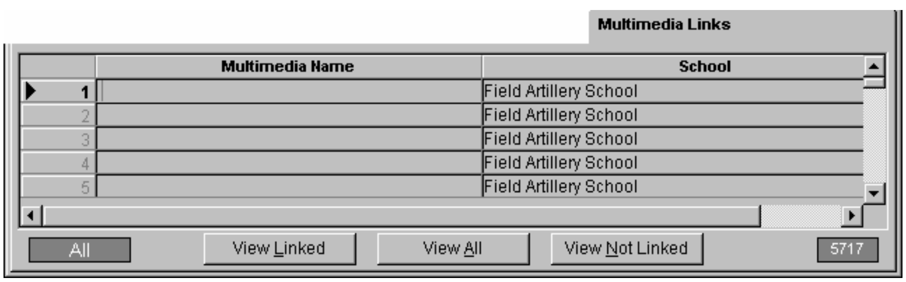


Figure 7-19: Multimedia Links Tab

The information used to link data at this window include:

Field	Description
Multimedia Name	Title of the multimedia.
School	Title of the school.

> ***Note:*** *Choosing the* ***Data*** *menu and then selecting the* ***View Multimedia Data*** *option or choosing the* ***Multimedia*** *toolbar button* *, allows viewing/playing the multimedia object. Section 7.2.11 provides more information on multimedia objects.*

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Multimedia* screen will display to assist in defining the list of multimedia from which to select.

7.2.3 Certification Type

The *Certification Type Maintenance* grid (Figure 7-20) appears as a grid-view of the Certification Types and allows the user to make a record selection on which to work. After Certification Type records are created, they are available for linking on the **Certifications** tab in the **Individual Task** Module tab folder.

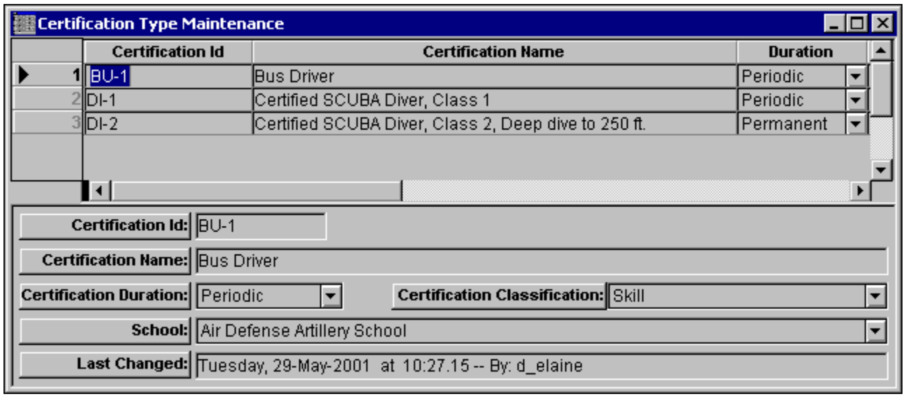


Figure 7-20: Certification Type Maintenance Grid

In Figure 7-20 the **Certification Type ID** of BU-1 along with the **Certification Name** of Bus Driver is selected by clicking on the record line.

The information used to link at this window include:

Field	Description
Certification ID	Enter an identifier for the Certification. The maximum entry length for this field is 10 characters (mandatory entry for new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Certification Name	Enter the name of the Certification.
Certification Duration	Select *Permanent* or *Periodic* to indicate the frequency of this certification type.
Certification Classification	Select the classification that identifies the Certification type.
School	Select the authorized school for the record.
Last Changed	Displays the date/time the certification was last changed. This field is entered automatically. Double-click in the field for details on the person who made the most recent change to the record.

To access the **Certification Type** tab folder click the **Data** menu and then select **Related Data** or click the **Related Data** toolbar button to reach the **Certification** tab folder from the *Certification Type Maintenance* grid. This will reveal three tabs: **Certification Type Data**, **Description**, and **Supported Individual Tasks**. The tab folder options are described in the following paragraphs:

Certification Type Data Tab

The **Certification Type Data** tab (Figure 7-21) uses a combination of drop-down list boxes used to make selections to populate the fields. The certification name can be edited while the certification duration and certification classes are selected from drop-down list boxes. Refer to the field procedures under the *Certification Maintenance* grid for field descriptions.

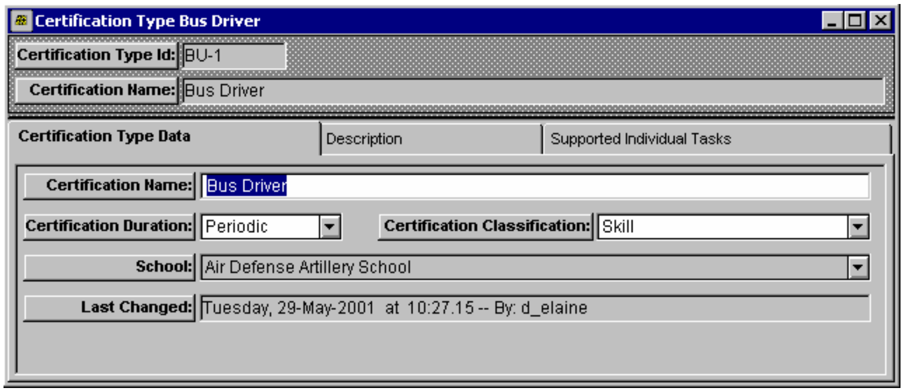


Figure 7-21: Certification Type Data Tab

Description Tab

The **Description** tab (Figure 7-22) is a **block** data tab that allows the entry and editing of remarks or notes about the certification.

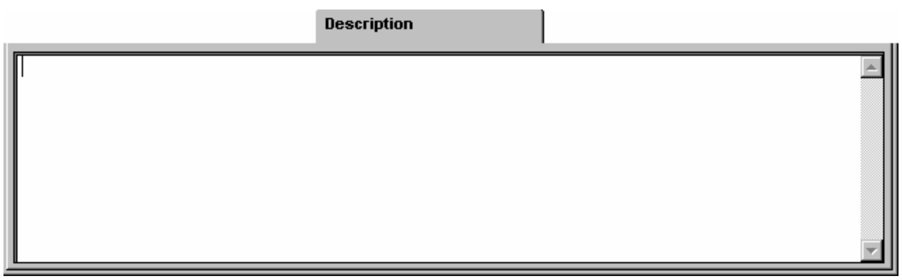


Figure 7-22: Description Tab

Supported Individual Tasks

The **Supported Individual Tasks** tab (Figure 7-23) is a **picklist** tab used to link one or many individual tasks that would support this certification.

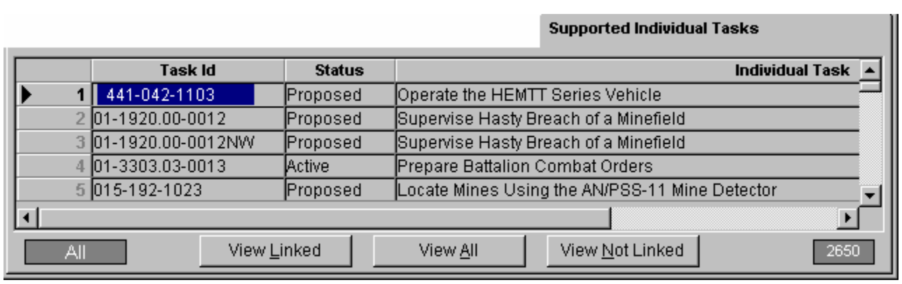


Figure 7-23: Supported Individual Tasks Tab

The information used to link data at this window include:

Field	Description
Task Id	Contains the Task identification number.
Status	Contains the category code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Individual Task	Contains the Title of the individual task.

When the **View All** or **View Not Linked** button is clicked on, the *Specify Filter Criteria for Individual Tasks* screen will display to assist in defining the list of individual tasks from which to select. After the filter is selected, a listing of individual tasks displays.

7.2.4 Department of Defense Identification Code (DODIC)

This table is the result of choosing the **Department of Defense Identification Code (DODIC)** menu option from the **Support** Module under the **General** section on the Power Panel. This table contains the identifiers that represent a type of ammunition used for training. The DODIC table provides the **picklist** on the **DODIC** tab for a Lesson Learning Step/Activity. It also provides the picklist for non-LIN and LIN DODIC for a Training Audience in the **CATS Create/Edit Actions** Module. Ammunition is listed by DODIC ID. Records can be added, edited, or deleted from this screen.

A *Specify Filter Criteria for DODIC* screen will display (Figure 7-24) allowing filtering of DODIC by selected lessons. Refer to section 9.2, Filters, for an explanation of filter screens.

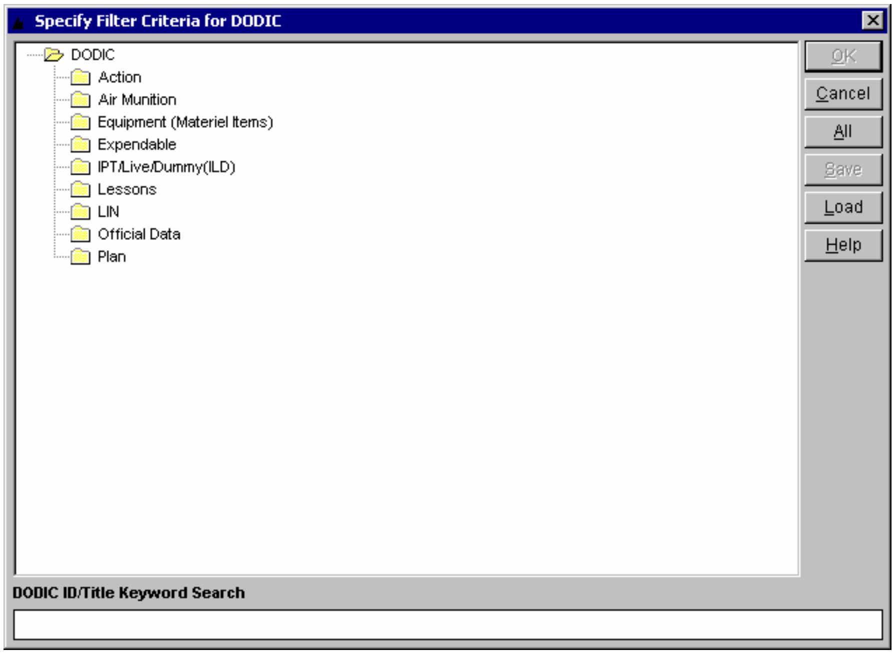


Figure 7-24: DODIC Filter Screen

7.2.4.1 Selecting DODIC Data

The *DODIC Maintenance* grid (Figure 7-25) is a **grid-detail** view of the DODIC information.

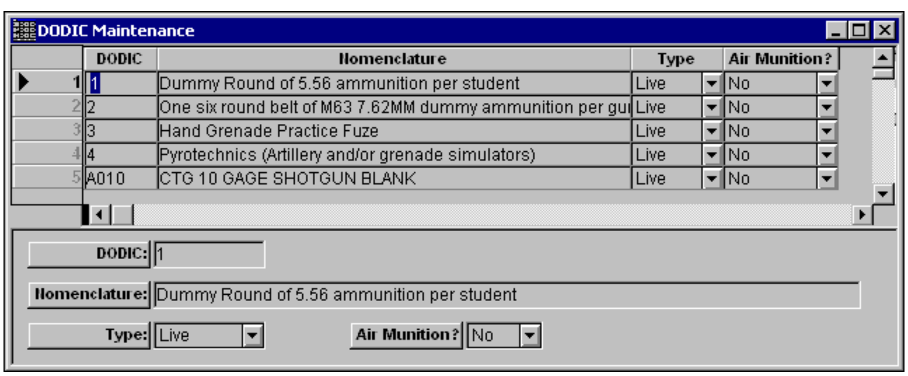


Figure 7-25: DODIC Maintenance Grid

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

The columns at this window are as follows:

Field	Description
DODIC:	The DODIC identifier code. The maximum entry length for this field is four characters (mandatory entry for new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Nomenclature:	The name of the DODIC.
Type:	Select the DODIC type (*Dummy*, *Inert*, or *Live*.)
Air Munition:	Select (*Yes* or *No*) if the DODIC is an air munition type.

To insert a new DODIC, click the **Insert** toolbar button. To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button. The **Insert** and **Edit** options will turn the background on the screen white for data entry or modification to editable fields (only the **Description** field can be edited.) To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button.

Although section 9.3 provides a detailed explanation of all the features of a **grid-detail** window, there are several features listed here as a convenience to help you find the right **DODIC**.

If you do not know the **DODIC ID**, but do know a word in the **DODIC**, scroll right and click the column heading, **Nomenclature**. This sets the focus on this column as indicated by the black background. On the menu bar click the **View** menu and choose **Find Text**. The following window appears:

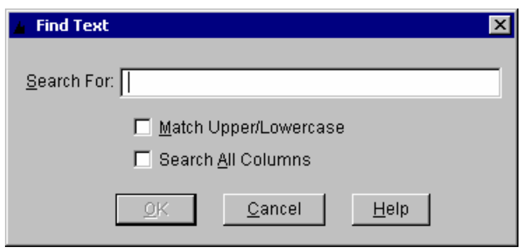


Figure 7-26: Find Text Window

Type in the word in the title and click **OK**. The focus will jump to the first row where the word appears in the title. Click on the **View** menu and select the **Find Next** option to jump to the next occurrence.

If you wanted to see the descriptions in alphabetical order to scroll through, double-click the **Nomenclature** column heading and the names will rearrange into alphabetical order. (Double-click again on the column heading to return to the original format.) For a complex sort, click the **View** menu and choose **Sort** on the menu bar.

If you know some related information about the **Description** that might narrow your search, click on the **View** menu then select **Filter By, Linked Data** to set a filter and reconstitute the **grid-detail** window list.

7.2.4.2 DODIC Tab Folder

To access the **DODIC** tab folder, choose the **Data** menu and then select **Related Data** or click on the **Related Data** toolbar button .

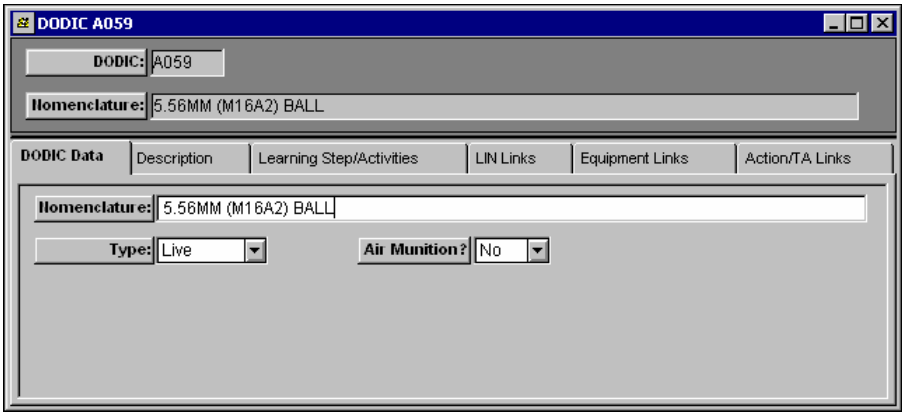


Figure 7-27: DODIC Tab Folder

The six tabs are described in the following subparagraphs.

DODIC Data Tab

This tab folder selection (Figure 7-27) allows editing of the DODIC information. This tab contains the same fields as outlined in the previous section.

Description Tab

The **Description** tab (Figure 7-28) is a **block** data tab that allows the user to provide a description of the action.

Figure 7-28: Description Tab

Learning Step/Activities Tab

The **Learning Step/Activities** tab is a **view-only** tab (Figure 7-29) displays the learning step/activities that are linked to the selected DODIC. Each record identifies the **Lesson Id**, **Lesson Version**, **LO/Step#**, **Lesson Name**, **Student Quantity**, **Instructor Quantity**, and the **Support** to which the ammunition is linked.

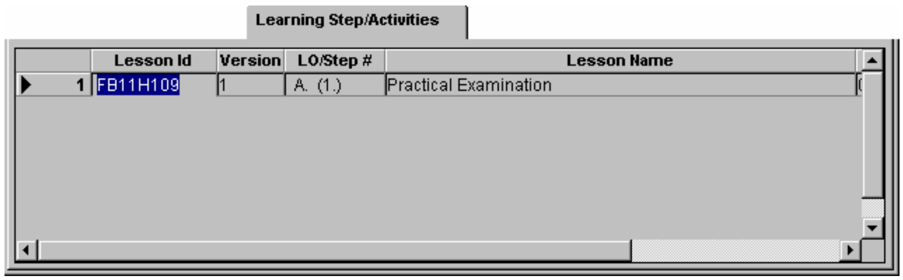


Figure 7-29: Learning Step/Activities Tab

> ***Note:*** *TLO will display in* ***LO/Step#*** *column if the link is to a TLO step/activity. Quantity required by support personnel is included in the instructor quantity.*

After selecting a record, you can choose the **Data** menu and select **Related Data** or you can choose the **Related Data** toolbar button to access the tab folder for the lesson. Refer to section 6.8 for details on the **Lesson** tab folder.

LIN Links Tab

The **LIN Links** tab (Figure 7-30) is a **picklist** tab that allows the user to link one or more line items to the selected DODIC referenced in the header. However, the header is a view-only window.

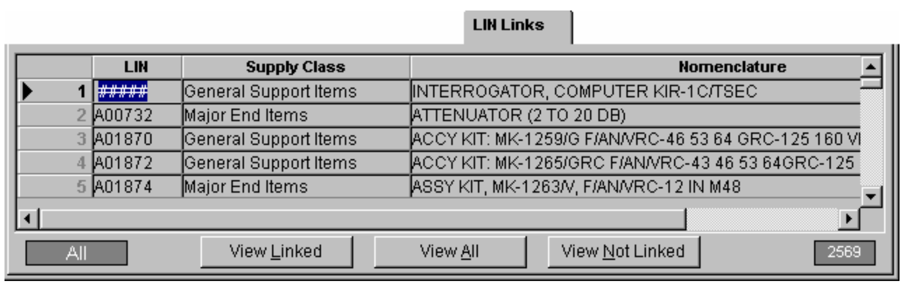


Figure 7-30: LIN Links Tab

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for DODIC* screen will display to assist in defining the list of Line Item Numbers from which to select. Choose the **Data** menu and select the **Related Data** option to access the tab folder for the LIN.

Equipment Links Tab

The **Equipment Links** tab (Figure 7-31) is a **picklist** tab that allows the user to link one or more Equipment Items to the selected DODICs in the header.

Figure 7-31: Equipment Links Tab

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Equipment (Materiel) Items* screen will display to assist in defining the list of Equipment (Materiel) from which to select. Choose the **Data/Related Data** menu option to access the tab folder for equipment.

Action/TA Links Tab

The **Action/TA Links** tab (Figure 7-32) displays the actions and training audiences that are linked to the DODIC shown in the header. The actions and training audiences listed here originated from action links made at the training audience **drill-down** tab folder located in the **Create/Edit Actions** option in the **CATS** Module. This tab is presented for viewing purposes only.

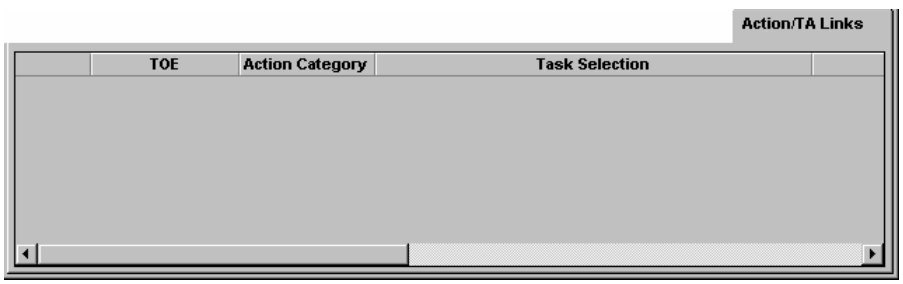


Figure 7-32: Action/ TA Links Tab

To view related data pertaining to the record at the **CATS Action** tab folder, select the **Data/Related Data** menu option or the **Related Data** toolbar button.

7.2.5 Echelons

The *Echelons Maintenance* grid (Figure 7-33) presents a **view-only** grid of the echelons in ASAT.

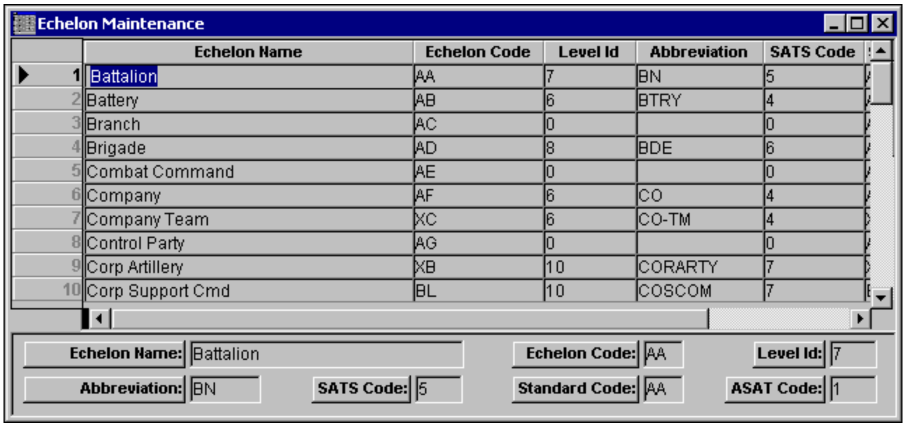


Figure 7-33: Echelon Maintenance Grid

Echelon links can be viewed at the drop-down list next to the **Echelon** field on the **Action Data** tab located at the **CATS Create Edit/Actions** tab folder window.

The fields displayed on this window are as follows:

Field	Description
Echelon Name	The name of the echelon.
Echelon Code	The unique code identifier of the echelon.
Level ID	Displays the hierarchy of echelons in relation to subordinate echelons.
Abbreviation	The abbreviation of the echelon name.
SATS Code	Displays the historical SATS echelon level indicator.
Standard Code	Displays the DoD standard echelon code.
ASAT Code	Displays the TRADOC 350-70 echelon level code for collective training.

Additional information on an echelon can be viewed by clicking on a record selection on the grid and then by choosing the **Data/Related Data** menu option or by clicking on the **Related Data** toolbar button. This action accesses the tab folder related to the record shown in Figure 7-34:

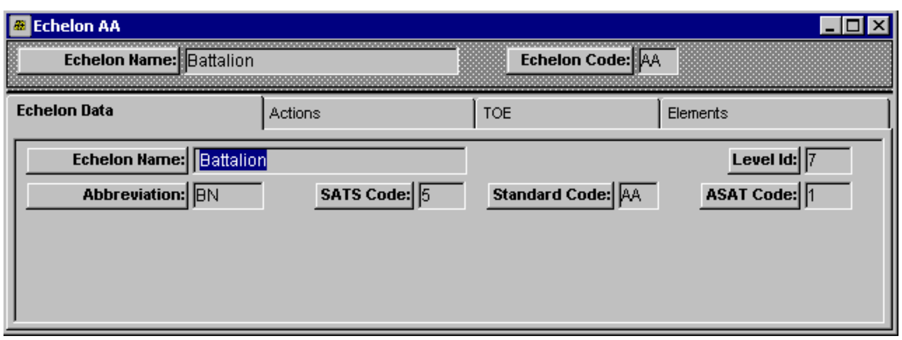


Figure 7-34: Echelon Tab Folder

Echelon Data Tab

The **Echelon Data** tab (Figure 7-34) displays details on the record selection made at the Echelon grid. Information cannot be changed. Refer back to the field descriptions under the *Echelon* grid for additional information.

Actions Tab

The **Actions** tab displays the actions linked to the echelon shown in the header. You can scroll horizontally to the right to view additional data.

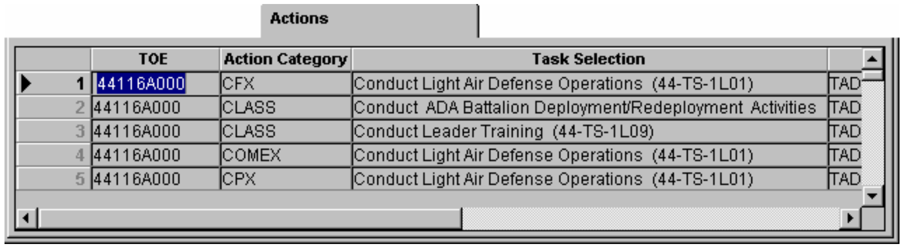


Figure 7-35: Actions Tab

Click on the **Related Data** toolbar button to access the **Action Maintenance** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below.

The following columns appear on this tab:

Field	Description
TOE	Displays the TOE (organization) number that uses the action.
Action Category	Displays the action category for the record.
Task Selection	Displays the Collective task selection to which this action belongs. *NCTS* indicates that no collective tasks were created for this action.
TADSS Selection	Displays the TADSS selection to which this action belongs. *NTES* indicates that no TADSS were created for this action.
Action Name	Displays the name of the action.

TOE Tab

The **TOE** tab displays the TOEs linked to the echelon shown in the header.

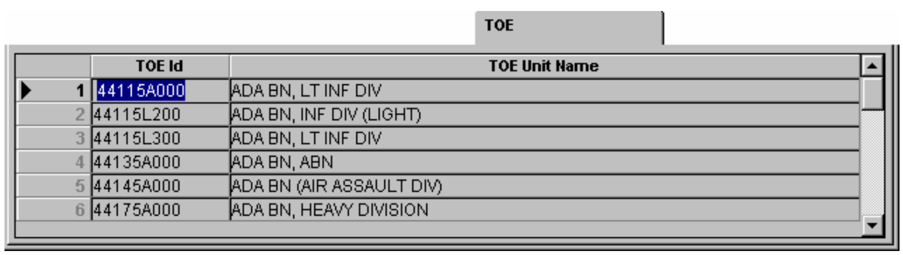


Figure 7-36: TOE Tab

Click on the **Related Data** toolbar button to access the **TOE** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below.

The following columns appear on this tab:

Field	Description
TOE Id	Displays the identification number of the parent TOE.
TOE Unit Name	Displays the title of the TOE.

Elements Tab

The **Element** tab displays the Elements linked to the echelon shown in the header.

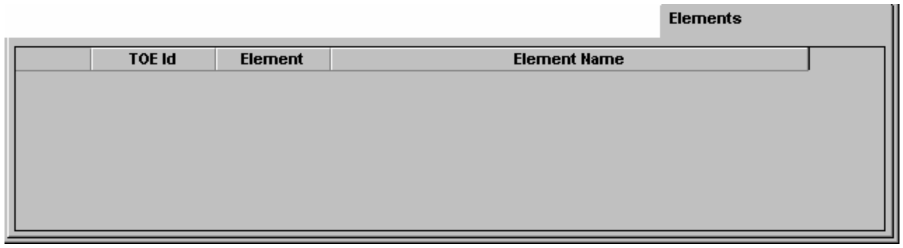


Figure 7-37: Elements Tab

Click on the **Related Data** toolbar button to access the **Elements** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
TOE Id	Contains the identification number of the parent TOE.
Element	Contains the paragraph identification number of the parent TOE.
Element Name	Contains the title of the element.

7.2.6 Equipment (Materiel Items)

This table is used to build a **picklist** of Equipment for linking to **Collective Tasks**, **Individual Tasks**, **Elements**, **Category Items**, and **Learning Steps/Activities**.

7.2.6.1 Create/Edit Equipment

On the Power Panel, double-click on the **Equipment (Materiel Items)** option or highlight it and click the **Open** button. Since the Equipment Table in ASAT is large, a *Specify Filter Criteria for Equipment (Materiel)* window (Figure 7-38) for specifying retrieval criteria for the list of equipment will display automatically. Refer to section 9.2, Filters, for more information about setting up, saving, and loading filters.

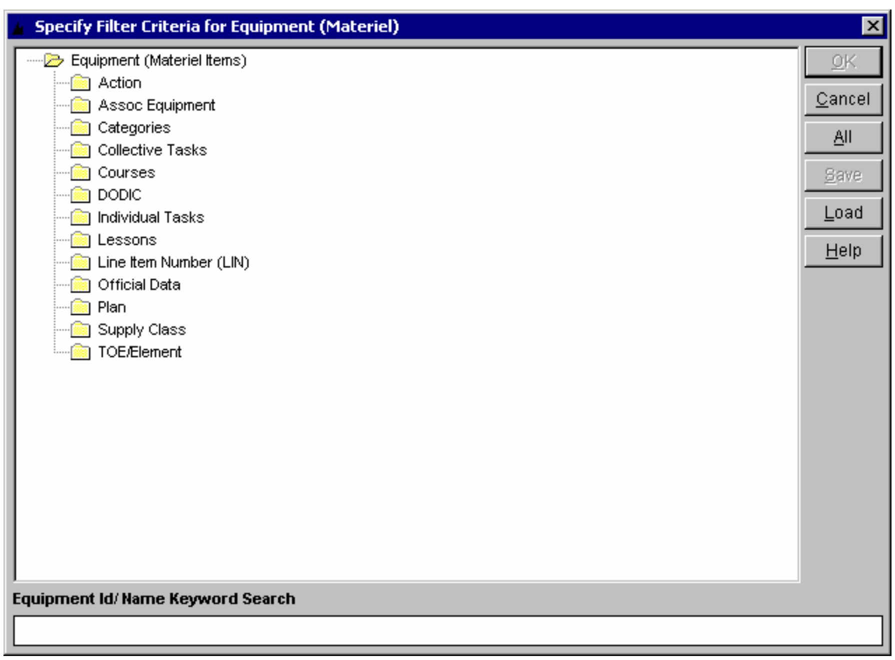


Figure 7-38: Equipment (Materiel Items) Filter

After selecting a filter, the *Equipment Maintenance* grid (Figure 7-39) appears as a **grid-detail** view of the **Equipment** information. Any previously developed **Equipment** will appear in the list.

Figure 7-39: Equipment Maintenance Screen

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

The columns at this window include:

Field	Description
Equipment Id	The Equipment identification number. The maximum entry length for this field is 32 characters (mandatory entry for new records.) Refer to the ASAT online system index under the title *ASAT ID Formats* for the recommended entry format.
Name	The descriptive name of the equipment.
Supply Class	The class of the supply to which the item number belongs.
Federal Supply Class	
End Item	A *Yes* or *No* field indicating if this is a major piece of equipment.
Expendable	A *Yes* or *No* classification of equipment expendability. ***Note:*** The default setting is *No*. This field is used with equipment linked to lesson plans to determine whether quantities of like items of equipment are added together (expendable) or the greatest quantity is used (not expendable.)
Short Name	A short title of the equipment.

To edit the items in the **grid-detail** window, click **Data** on the menu bar and then select **Edit Record** or click on the **Edit** toolbar button. The items with a white background may be edited by clicking on them. To add new **Equipment**, click the **Insert Record** toolbar button to open up a blank record line in the list. Then in the **Equipment Id** column, enter an identifier for the Equipment and in the **Name** column, enter a name that is long enough to define the Equipment. To save any changes, from either editing existing data or adding new data, click the **Update Data** toolbar button.

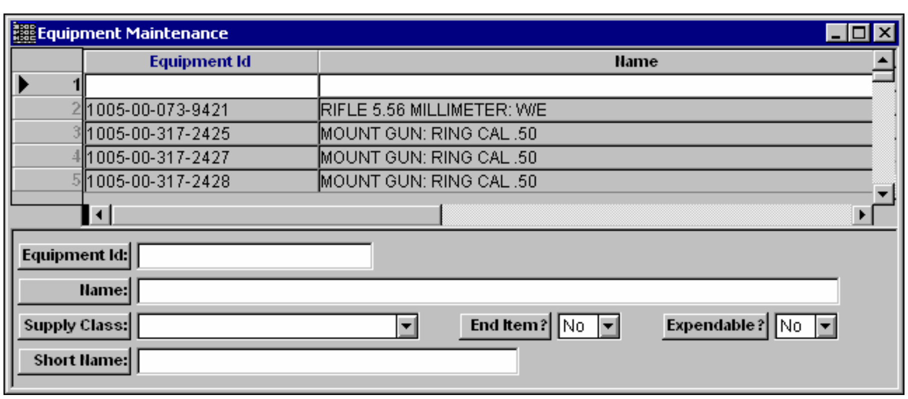


Figure 7-40: Adding Equipment (Materiel Items)

7.2.6.2 Relating Data to Equipment Using the Tab Folder

Another purpose of the *Equipment Maintenance* grid is to double-click on the selected **Equipment** in order to reach the **Equipment** tab folder to allow the linking of related data. To access the **Equipment** tab folder (Figure 7-41), click the **Data** menu and then select **Related Data** or click the **Related Data** toolbar button .

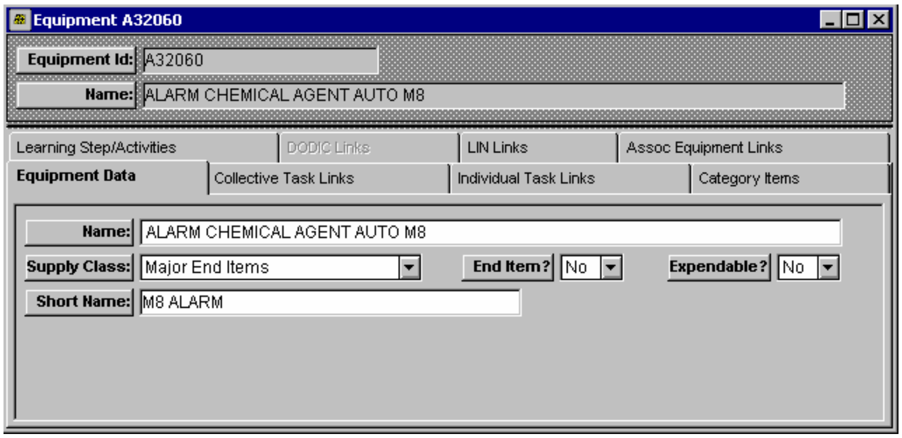


Figure 7-41: Equipment Tab Folder

The eight tab selections available at this window are described in the following subparagraphs.

Equipment Data Tab

The **Equipment Data** tab (Figure 7-41) allows editing of the selected equipment data. Refer back to section 7.2.6.1 for field definitions.

Collective Task Links Tab

The **Collective Task Links** tab (Figure 7-42) is a **picklist** tab used to link one or many collective tasks to the selected **Equipment** in the header.

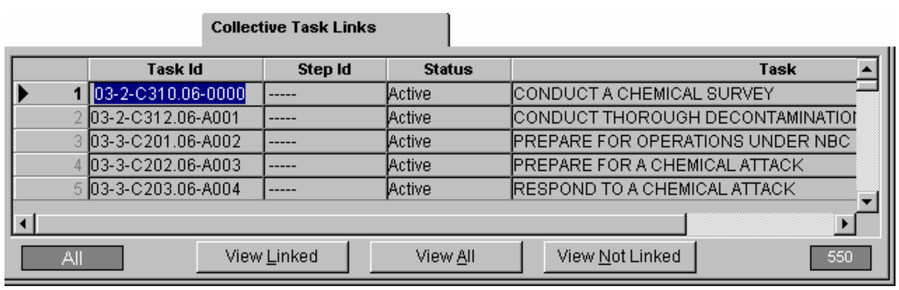


Figure 7-42: Collective Task Links Tab

The information used to link data on this tab include:

Field	Description
Task Id	Task identification number.
Step Id	The identifier for the step within the collective task. See the Note below.
Status	Contains the code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Task	Title of the collective task.

Note: *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Individual Task Links Tab

The **Individual Task Links** tab (Figure 7-43) is a **picklist** tab used to link one or many individual tasks to the selected **Equipment** in the header.

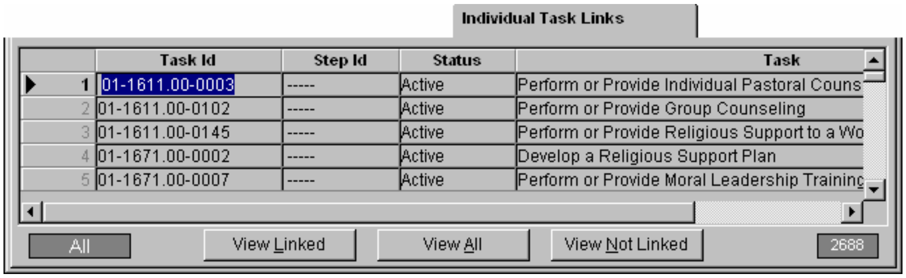


Figure 7-43: Individual Task Links Tab

The information used to link data on this tab include:

Field	Description
Task Id	Task identification number.
Step Id	See the Note below.
Status	Contains the code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Task	Title of the individual task.

Note: *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate the record is linked at the task level only.*

The **View All** or **View Not Linked** buttons will display a *Specify Filter Criteria for Individual Tasks* screen for specifying retrieval criteria for the list of Individual Tasks. Refer to section 9.2, Filters, for more information about setting up, saving, and loading filters.

Category Item Links Tab

The **Category Item Links** tab (Figure 7-44) is a **picklist** tab used to link one or many Category Items to the selected **Equipment** in the header.

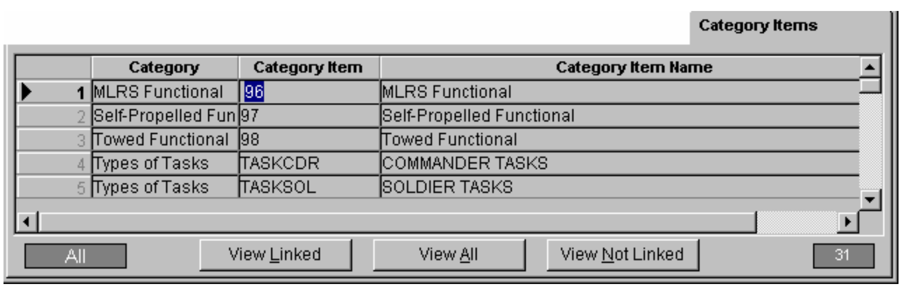


Figure 7-44: Category Item Links Tab

The information used to link data on this window include:

Field	Description
Category	Category identification number.
Category Item	Category Item identification number.
Category Item Name	Title of the Category Item.

Learning Step/Activities Tab

The **Learning Step/Activities** tab (Figure 7-45) is restricted as a **view-only** display of data that is linked to equipment. Information that is displayed here can only be entered/edited at the **Lesson: TLO/ELO: Learning Step/Activity Equipment** tab of the Lesson Plan. This tab provides another opportunity to check on what lessons and steps are linked to a selected piece of equipment.

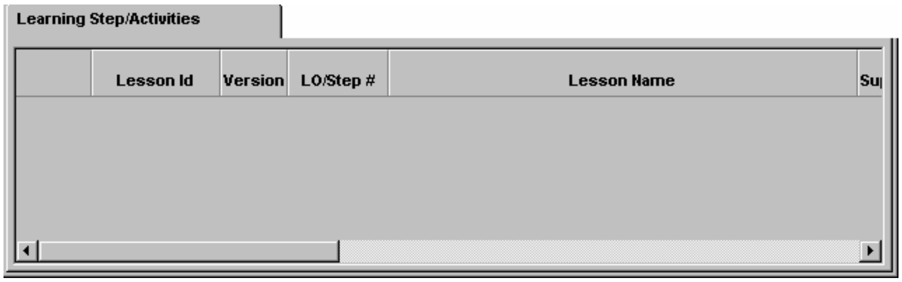


Figure 7-45: Learning Step/Activities Tab

The information used on this tab includes:

Field	Description
Lesson Id	Displays the Lesson Identification Number.
Version	Represents the various editions of a lesson.
LO/Step #	Shows the Learning Objective/Step Identification number.
Lesson Name	The descriptive title of the lesson.
Support	Shows *Yes* if the equipment is used in support of training.
Student Ratio	Shows the number of equipment items needed per student.
Plan Quantity	Shows the number of equipment item(s) required to support the training step.
Critical	Shows *Yes* if the equipment is critical to the training.
OPTEMPO Duration	The Duration is (shown in tenths of any hour) the time this learning step is taught. Does not include time to get the item to training location.
OPTEMPO Distance	The Distance (shown in miles) required of an item at the training location. Does not include distance to training location.
Remarks	Any information that is pertinent to the selected piece of equipment.

DODIC Links Tab

The **DODIC Links** tab (Figure 7-46) is a **picklist** tab used to show the relationship between the equipment item and the DODIC and how it is used.

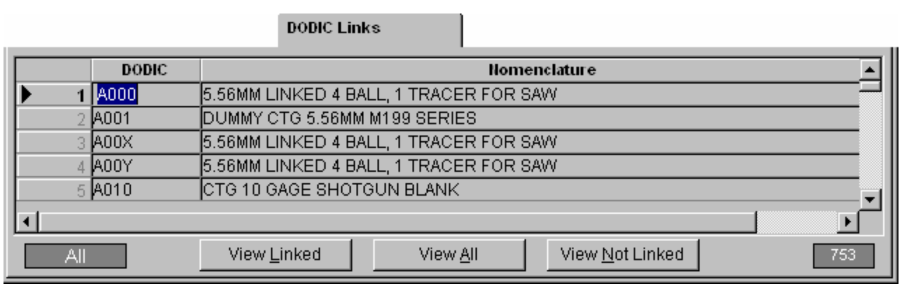


Figure 7-46: DODIC Links Tab

The information used to link data on this window include:

Field	Description
DODIC	The Department of Defense Identification Code.
Nomenclature	The name that is associated with the DODIC.

LIN Links Tab

The **LIN Links** tab (Figure 7-47) is a **picklist** tab that allows the user to identify if the line item number is a component of the equipment item number.

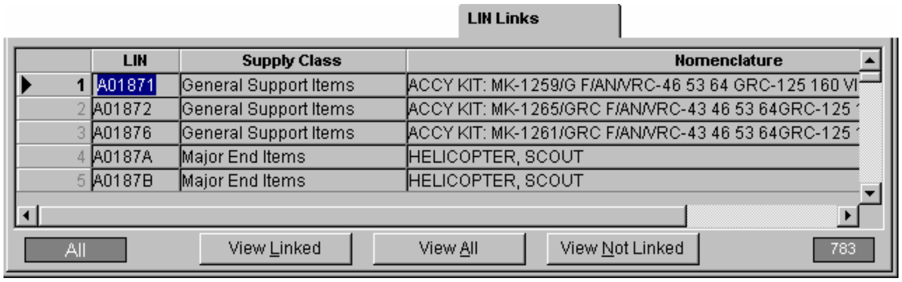


Figure 7-47: LIN Links Tab

The information used to link data on this tab include:

Field	Description
LIN	The Line Item Number.
Supply Class	The class of supply to which the line item number belongs.
Nomenclature	The name that is associated with the line item number.

Associated Equipment Links Tab

The **Associated Equipment Links** tab (Figure 7-48) is a **picklist** tab, but is restricted as a **view-only** window of the *Equipment Item Maintenance* grid. This window shows the relationship between the equipment item and the associated equipment and how it is used.

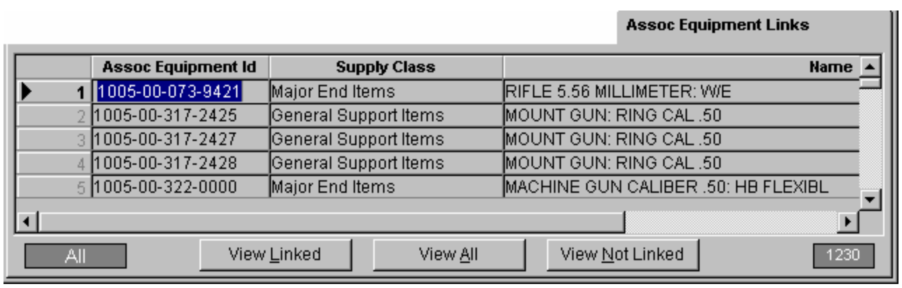


Figure 7-48: Associated Equipment Links Tab

7.2.7 Equipment Remarks

Equipment Remarks are intended to guide unit commanders in the distribution of equipment authorized to a unit. Equipment Remarks can be accessed from the **Support** tab of the ASAT Power Panel by double-clicking on the **Equipment Remarks** option.

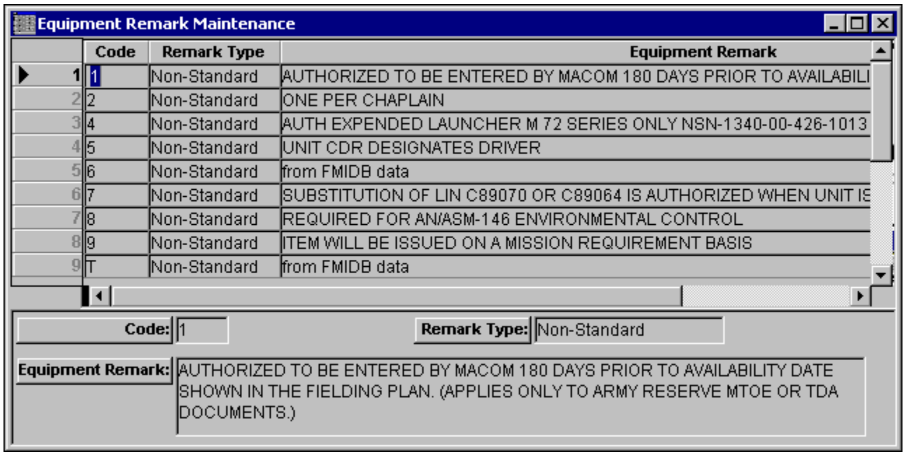


Figure 7-49: Equipment Remarks Maintenance Grid

The *Equipment Remarks Maintenance* grid is a grid-view window, which consists of the following columns:

Field	Description
Code	The code assigned to the remark.
Remark Type	The type of remark **Standard** or **Nonstandard**. ***Note:*** *A detailed description of standard and nonstandard remarks is available on the* ***Organization Paragraph*** *tab folder (section 7.2.12.1) under the* ***Organization Paragraph LIN Links*** *tab.*
Equipment Remark	A brief description of the remark.

Note: *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

Double-clicking on the row number (or selecting the **Related Data** option from the **Data** menu) will open the tab folder for this selection. The two tabs are described in the following subparagraphs:

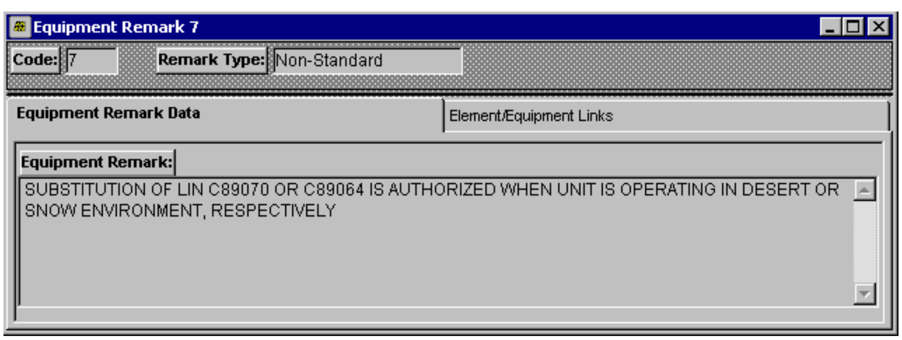


Figure 7-50: Equipment Remarks Tab Folder

Equipment Remark Data Tab

The **Equipment Remark Data** tab (Figure 7-50) is a **view-only** tab that displays the remarks concerning the equipment.

Element/Equipment Links Tab

The **Element/Equipment Links** tab (Figure 7-51) is a **view-only** tab.

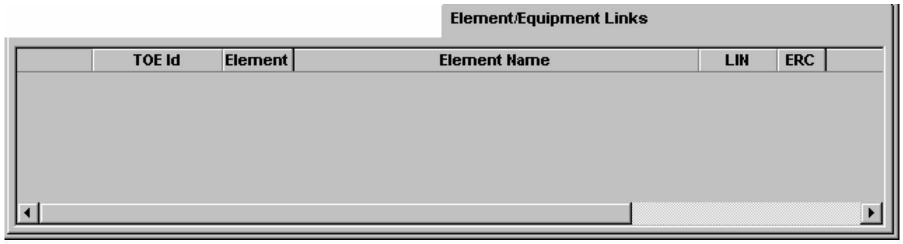


Figure 7-51: Element/Equipment Tab

The **Equipment/Element** tab consists of the following fields:

Field	Description
TOE Id	The identification number of the TOE.
Element	The Paragraph number of the element within the TOE.
Element Name	The name of the element within the TOE.
LIN	The LIN number of the equipment.
LIN Item Number	The name of the Line Item Number.
ERC	The equipment readiness level code that corresponds with the equipment: *A* (Primary Weapon and Equipment), *B* (Auxiliary Equipment), *C* (Administrative Support Equipment), *P* (Pacing Items).

7.2.8 Facility Categories

The **Facility Categories** option is based on the DoD approved real property classification codes. From the Power Panel, **Facility Categories** can be accessed from the **Support** Module.

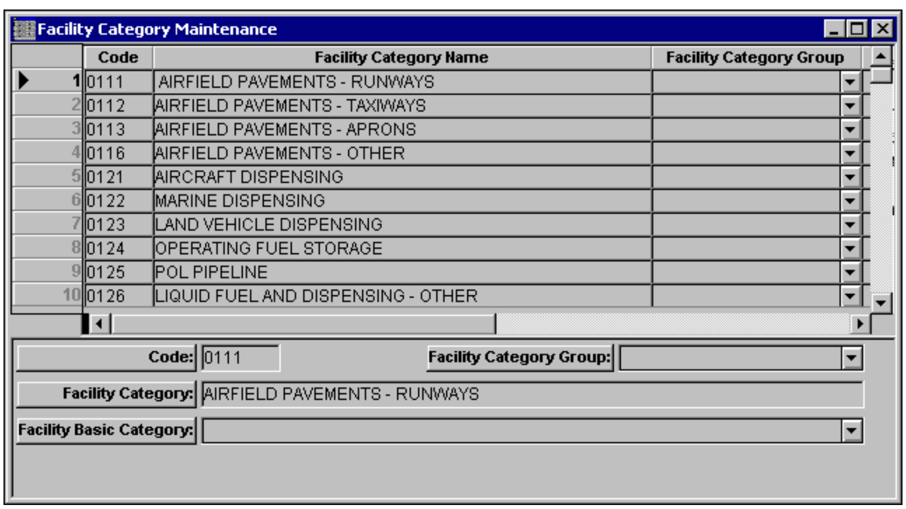


Figure 7-52: Facility Category Maintenance Grid

The *Facility Category Maintenance* grid consists of the following columns:

Field	Description
Code	The number assigned to the facility category name. The maximum entry length for this field is four characters (mandatory entry when creating a new record.) Refer to the ASAT online system index under the title *ASAT ID Formats* for the recommended entry format.
Facility Category Name	The name assigned to the facility category.
Facility Category Group	The group name for the facility category.
Facility Basic Category	The classification within the facility classification code.

After Facility Category records are created, they are available for linking under the **Facility Categories** tab at the **CATS Create/Edit Action** tab folder window.

To edit an existing row, place the cursor on the row and click the **Edit** toolbar button. To insert a new facility category, click the **Insert Record** toolbar button . Double-clicking on the row number (or selecting the **Related Data** menu option) will reveal the following four tab folder options related to this data.

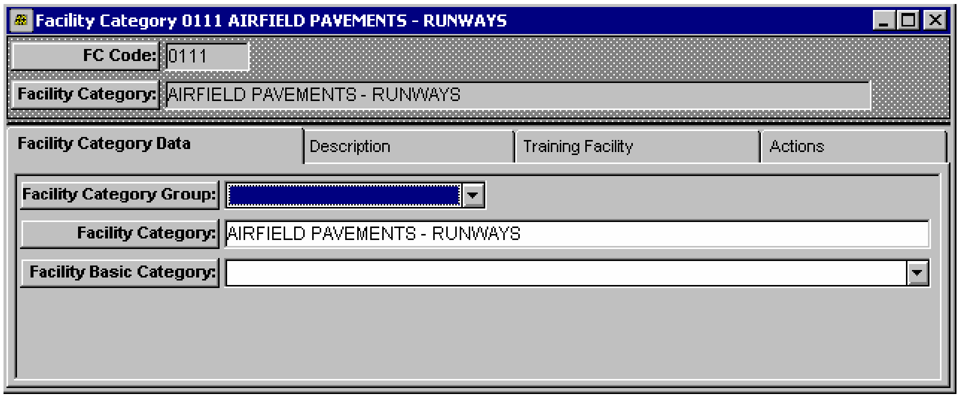


Figure 7-53: Facility Category Tab Folder

Facility Category Data Tab

The **Facility Category Data** tab (Figure 7-53) consists of the following elements:

Field	Description
Facility Category Group	Select the name assigned to the Facility Group.
Facility Category	Enter the name assigned to the Facility Category.
Facility Basic Category	Select the classification of the Facility.

Description Tab

The **Description** tab (Figure 7-54) is a **block** data tab.

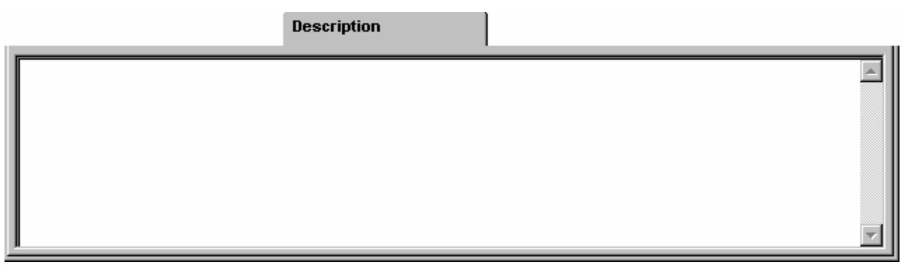


Figure 7-54: Description Tab

The user can provide a description on the Facility Category at this window. Refer to section 9.4.1.2 for instructions on entering information on **block** tabs.

Training Facility Tab

The **Training Facility** tab (Figure 7-55) shows linked training facilities.

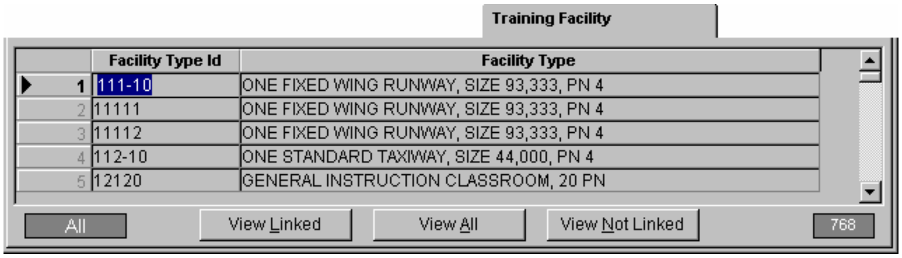


Figure 7-55: Training Facility Tab

The **Training Facility** tab is a grid window that consists of the following:

Field	Description
Facility Type Id	The ID code associated with the facility type.
Facility Type	The description of the facility type.

Actions Tab

The **Actions** tab (Figure 7-56) is restricted as a **view-only** window of the Facilities Categories previously linked to the selected Category in the header.

Figure 7-56: Actions Tab

This tab consists of the following fields:

Field	Description
TOE	The identity of the Organization (TOE number.)
Action Name	The name of the CATS Action.
Action Category	The action category given in the CATS Builder.
Task Selection	Displays the Task Selection.
TADSS Selection	Displays the TADSS selection to which this action belongs.

7.2.9 Glossary

The Glossary support table is used to build a **picklist** of Glossary terms and acronyms for linking to **Products** (FM, MTP, STP, etc.), **Collective Tasks**, and **Individual Tasks**.

7.2.9.1 Create/Edit Glossary

On the Power Panel, double-click on the **Glossary** option or highlight it and click the **Open** button. A *Specify Filter Criteria for Glossary Terms* screen (Figure 7-57) appears to select the terms to appear on the grid.

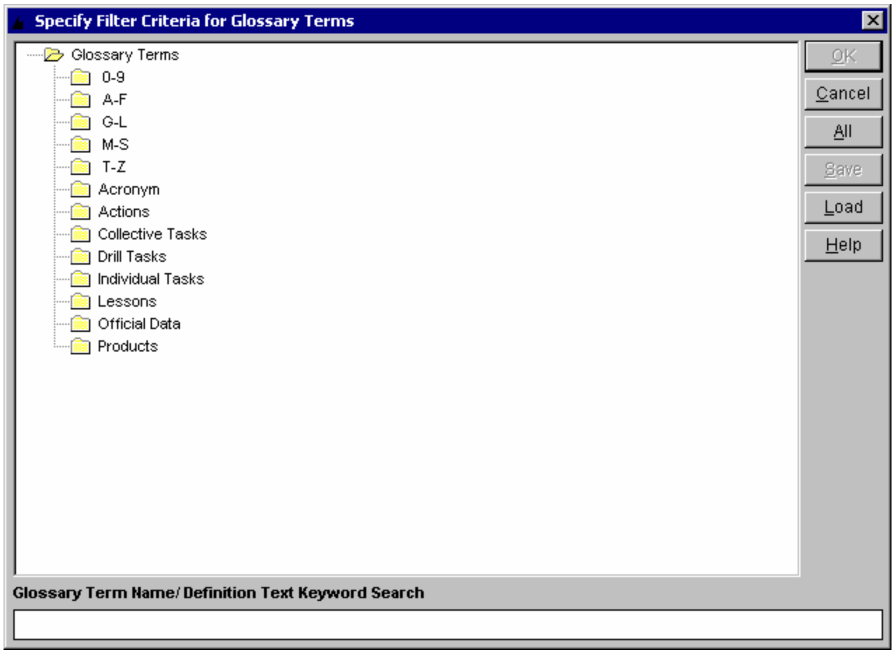


Figure 7-57: Glossary Filter Screen

Refer to section 9.2 for details on using the filter screen.

After a filter is selected, the *Glossary Maintenance* grid appears (Figure 7-58) as a **grid-detail** view of the **Glossary** information. Any previously developed **Glossary** will appear in the list. This table is pre-loaded with the glossaries of all publications in the proponent ASAT database.

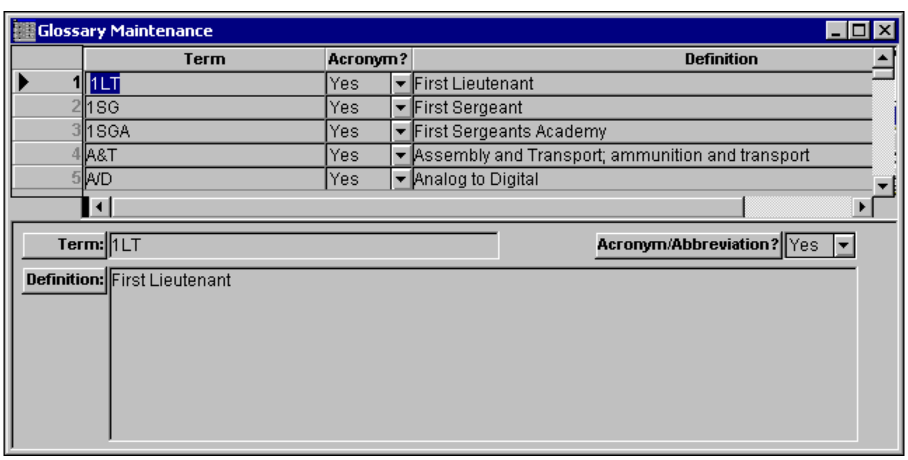


Figure 7-58: Glossary Maintenance Grid

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above.

__Note:__ Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.

The columns at this window include:

Field	Description
Term	A word requiring explanation (maximum entry length is 80 characters.)
Acronym?	A listing of words formed from the initial letter or letters of each of the successive parts of major parts of a compound term.
Definition	An explanation of a term or acronym/abbreviation.

To edit the items in the **detail** window, click **Data** on the menu bar and then select **Edit Record**. The items with a white background may be edited by clicking on them.

The following explanation will give an example of adding a new **Glossary** term or acronym/abbreviation. On the *Glossary Maintenance* grid, click the **Insert Record** button to open up a blank-record line in the list as shown in Figure 7-59:

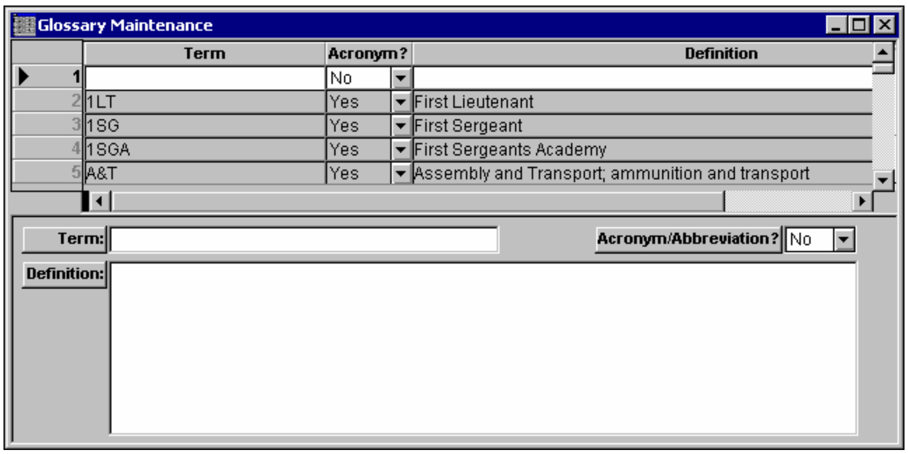


Figure 7-59: Editing Glossary Terms

In the **Term** column enter the term or acronym/abbreviation. In the **Acronym?** column indicate whether or not the item is an acronym/abbreviation. In the **Definition** column enter the explanation of the term or acronym/abbreviation.

7.2.9.2 Relating Data to Glossary Using the Tab Folder

Another purpose of the *Glossary Maintenance* grid is to double-click on the selected **Glossary** in order to reach the **Glossary** tab folder to allow the linking of related data.

To access the **Glossary** tab folder, click the **Data** menu and then select **Related Data** or click the **Related Data** toolbar button. This will reveal seven tabs: **Glossary Term Data**, **Product Links**, **Collective Task Links**, **Drill Task Links**, **Individual Task Links**, **Action Links**, and **Lesson Links**. The Header is focused on the selected Glossary Item allowing one or many linkages on each tab folder, as shown in Figure 7-60:

Figure 7-60: Glossary Tab Folder

The tab folder provides the user access to all the data associated with a record. The seven tab selections are described in the following sub-sections. Refer to section 9.4, Tab Folders, for guidance and procedures for using the various types of tabs in ASAT.

Glossary Term Data Tab

The **Glossary Term Data** tab (Figure 7-60) presents the same fields displayed on the previous *Glossary Maintenance* grid, but they are automatically in the edit mode if the user has been given edit rights. Refer back to section 7.2.9.1 for field definitions.

Product Links Tab

The **Product Links** tab (Figure 7-61) is a **picklist** tab used to link one or many Products to the selected **Glossary Item** in the header.

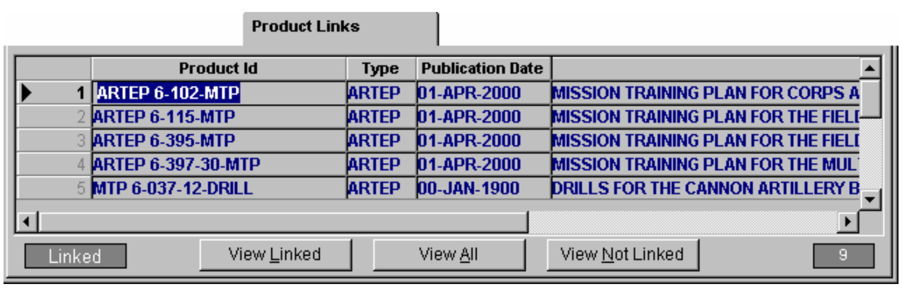


Figure 7-61: Product Links Tab

The information used to link data at this window include:

Field	Description
Product Id	Product identification number.
Type	Identifies the type of product.
Publication Date	The date the Product was published.
Product Name	Title of the Product.

Since the Products Table in ASAT is large, clicking on the **View All** or **View Not Linked** buttons will display a *Specify Filter Criteria for Products* screen for specifying retrieval criteria for the list of products. Refer to section 9.2, Filters, for more information about setting up, saving, and loading filters.

> ***Note***: *Glossary terms and acronyms may be linked to products from this screen or the products may be linked to glossary terms and acronyms using the* ***Glossary*** *tab on the tab folder of the product. Refer to section 9.4.1.3 for information on using* ***picklist*** *tab.*

Collective Task Links Tab

The **Collective Task Links** tab (Figure 7-62) is a **picklist** tab used to link one or many collective tasks to the selected **Glossary** term in the header.

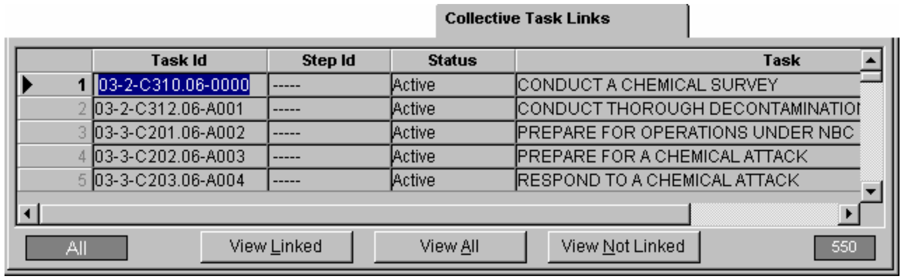


Figure 7-62: Collective Task Links Tab

The information used to link data at this window include:

Field	Description
Task Id	Task identification number.
Status	Contains the Glossary code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Task	Title of the collective task.

Note: *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

The **View All** or **View Not Linked** buttons will display a *Specify Filter Criteria for Collective Tasks* screen for specifying retrieval criteria for the list of Collective Tasks. Refer to section 9.2, Filters, for more information about setting up, saving, and loading filters.

Drill Task Links Tab

The **Drill Task Links** tab (Figure 7-63) is a **picklist** tab used to link one or many drill tasks to the selected **Glossary** term in the header.

Figure 7-63: Drill Task Links Tab

Note: *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Individual Task Links Tab

The **Individual Task Links** tab (Figure 7-64) is a **picklist** tab used to link one or many individual tasks to the selected **Glossary** term in the header.

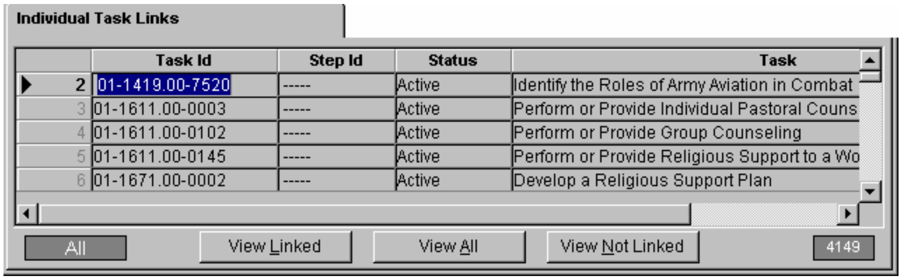


Figure 7-64: Individual Task Links Tab

The following columns appear on this tab:

Field	Description
Task Id	Task identification number.
Status	Contains the Glossary code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Individual Task	Title of the individual task.

The **View All** or **View Not Linked** buttons will display a *Specify Filter Criteria for Individual Tasks* screen for specifying retrieval criteria for the list of Individual Tasks. Refer to section 9.2, Filters, for more information about setting up, saving, and loading filters.

> ***Note:*** *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Action Links Tab

The **Action Links** tab (Figure 7-65) is a **picklist** tab that displays the action/training audience combination to which this record is linked. This tab allows the user to link one or many actions to the selected glossary term in the header. Click the **Related Data** toolbar button to access the **Action Maintenance** tab to view additional data.

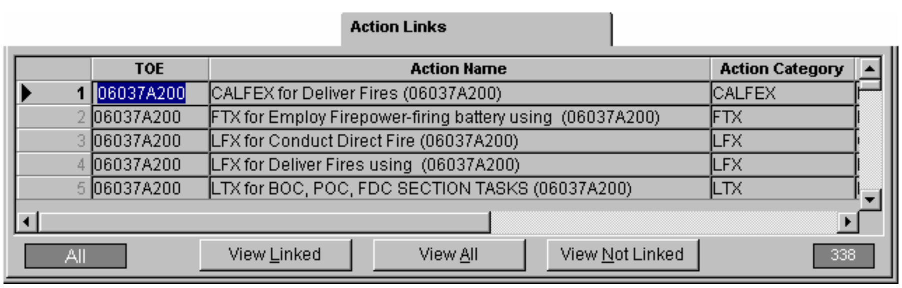


Figure 7-65: Action Links Tab

To link one or more actions, click the **View All** button for the picklist of actions; then double-click the row to link it to the glossary term. The linked record will turn blue.

Lesson Links Tab

The **Lesson Links** tab (Figure 7-66) is a **picklist** tab accessed from the Glossary Table grid through the **Data\Related Data** menu option. This tab allows the user to link one or many lesson plans to the selected Glossary Term in the header. The **Lesson Id**, **Version**, **ELO/TLO Step**, and **Title** fields are view-only. Click on the **Related Data** toolbar button to access the **Lesson** tab folder to view additional data.

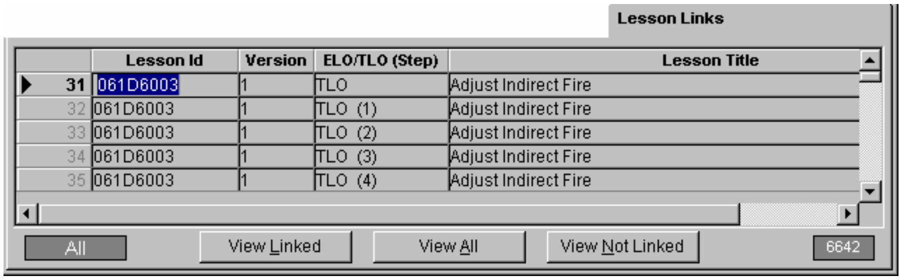


Figure 7-66: Lesson Links Tab

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Lessons* screen will display to assist in defining a list of Lesson tasks from which to select.

The following columns appear on this tab:

Field	Description
Lesson Id	Displays the Lesson Identification number.
Version	Represents the various editions of a lesson.
ELO/TLO Step	Displays the step identifier that the record is linked to at the step level.
Title	Descriptive title of the Lesson.

7.2.10 Line Item Number (LIN) Equipment

The **Line Item Number (LIN) Equipment** support shows all of the line item numbers that are currently stored in the database. It allows users to edit existing LIN numbers or add new LIN numbers. A *Specify Filter Criteria for Line Item Number (LIN)* screen will first display (Figure 7-67) allowing you to choose specific LINs to appear on the maintenance grid.

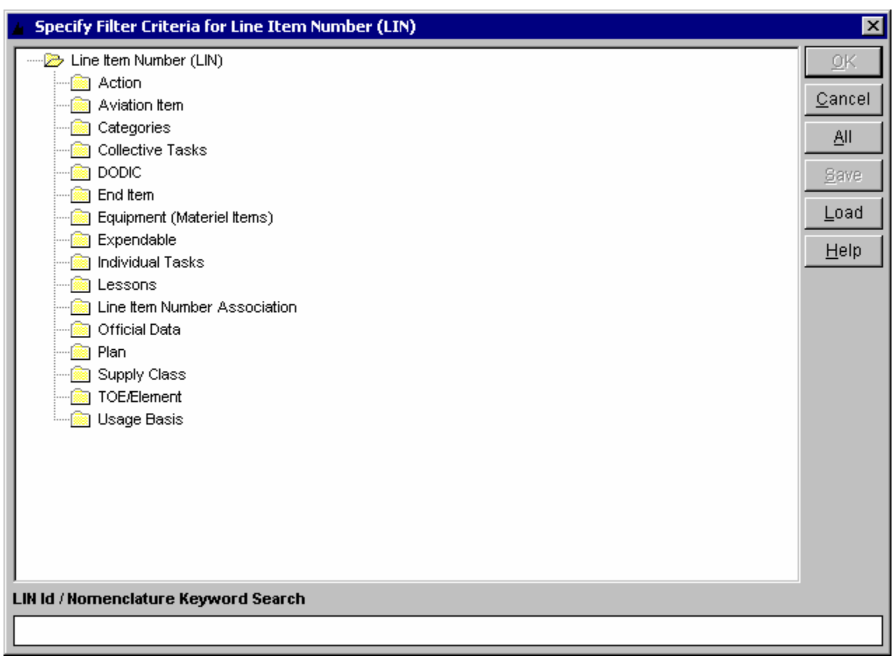


Figure 7-67: LIN Filter Screen

Refer to section 9.2 for details on using a filter. After a filter is applied, the *LIN Equipment Maintenance* grid (Figure 7-68) appears:

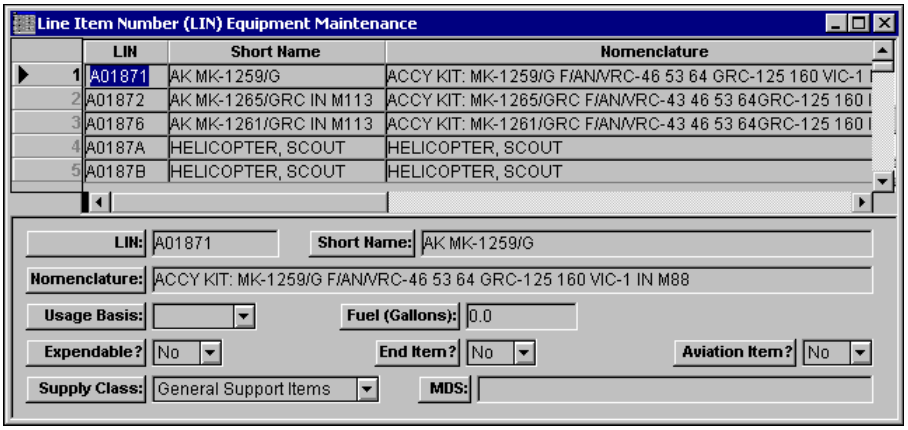


Figure 7-68: Line Item Number (LIN) Maintenance Grid

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

The *Line Item Number (LIN) Maintenance* is a grid window that consists of the following fields:

Field	Description
LIN	Displays the Line Item Number. The maximum entry length for this field is six characters (mandatory entry when creating a new record.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Short Name	Enter a short title of the Equipment.
Nomenclature	Displays the name of the line item number.
Supply Class	Displays the class of supply to which the line item number belongs.
Usage Basis	Indicates basis on which the item is used (*Hours*, *Miles*, or *System*.)
Expendable	Select a *Yes* or *No* classification of equipment expendability.
End Item	Indicates if the item is a major piece of equipment item.
Aviation Item	Indicates if the line item number is an aviation item.
Fuel (Gallons)	Indicates the total fuel capacity of the line item number (if applicable.)
MDS	Displays the model design series of the line item number.

After LIN records are created, they are available for linking at the **Action Training Audience** tabs under the **CATS Create/Edit Actions** tab folder. Also, when used in conjunction with **Equipment Support** Module function, this option populates the **Equipment/LIN** tab on the **Collective** Module.

To edit an existing row, place the cursor on the row and click the **Edit** toolbar button. To insert a LIN, click the **Insert Record** toolbar button. The **Insert** and **Edit** action will turn the background on the screen white to insert new information and to edit the editable fields. To delete a LIN, click the mouse on the desired row, and then click the **Delete** toolbar button. Click on the **Related Data** toolbar button to access the **LIN Equipment** tab folder.

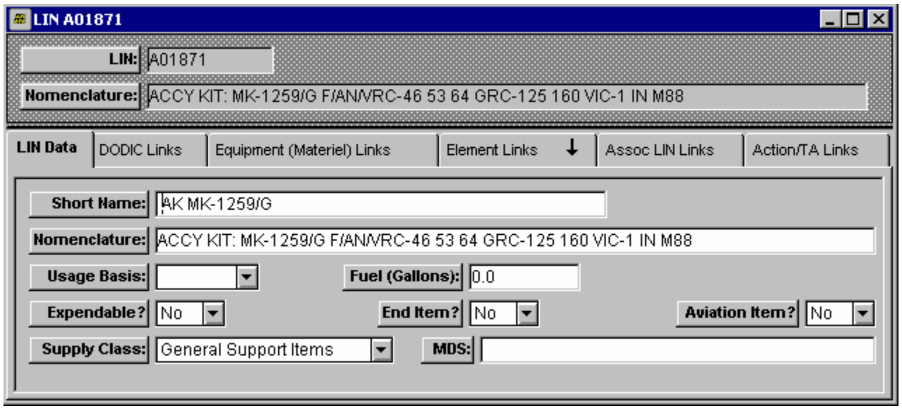


Figure 7-69: Line Item Number (LIN) Equipment Tab Folder

Line Item Number (LIN) Data Tab

The **Line Item Number (LIN) Data** tab (Figure 7-69) presents the same fields displayed on the previous *LIN Maintenance* grid, but they are automatically in the edit mode if the user has been given edit rights. Refer back to the *LIN Maintenance* grid for field definitions.

DODIC Links Tab

The **DODIC Links** tab (Figure 7-70) is a **picklist** tab used to show the relationship between the line item number and the DODIC and how it is used.

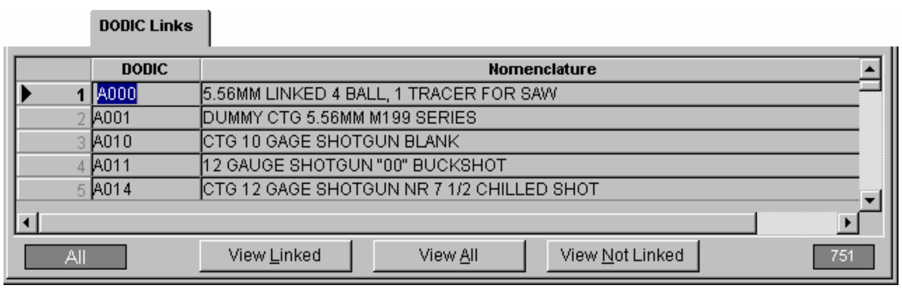


Figure 7-70: DODIC Links Tab

The following columns appear on this tab:

Field	Description
DODIC	The Department of Defense Identification Code.
Nomenclature	The name that is associated with the DODIC.

The **View All** or **View Not Linked** buttons will display a *Specify Filter Criteria for DODIC* screen to assist in defining the list of Line Item Numbers from which to select. Refer to section 9.2, Filters, for more information about setting up, saving, and loading filters.

Click the **Related Data** toolbar button  to access the DODIC Support table.

Equipment (Materiel) Links Tab

The **Equipment (Materiel) Links** tab (Figure 7-71) is a **picklist** tab used to identify if the line item number is a component of a materiel item.

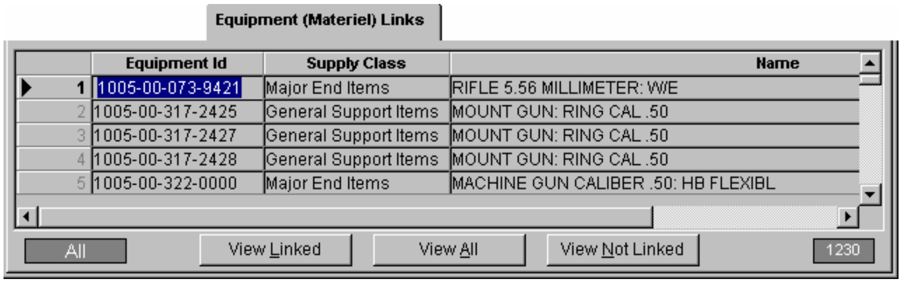


Figure 7-71: Equipment (Materiel) Links Tab

The information used to link data at this window include:

Field	Description
Equipment Id	Identification of the equipment.
Supply Class	The class of supply to which the line item number belongs.
Name	The name that is associated with the line item number.

The **View All** or **View Not Linked** buttons will display a *Specify Filter Criteria for Equipment (Materiel)* screen to assist in defining the list of Equipment (Materiel) from which to select. Refer to section 9.2, Filters, for more information about setting up, saving, and loading filters.

Elements Links Tab

The **Element Links** tab (Figure 7-72) is a **picklist** tab used to link one or many Elements to the selected **Equipment** in the header.

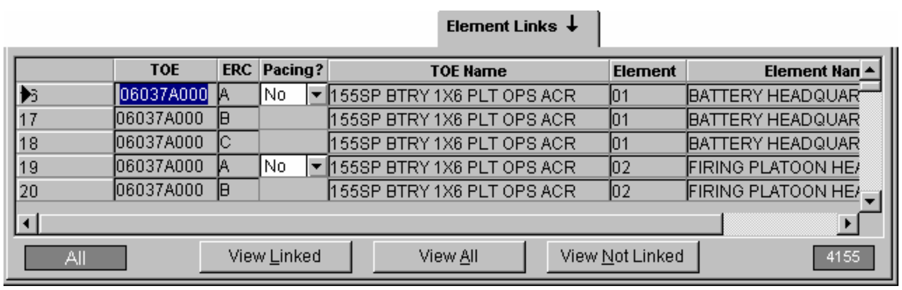


Figure 7-72: Element Links

The information used to link data at this window include:

Field	Description
TOE	Displays the Organization Identification number.
ERC	Displays the Equipment Readiness Level Code: A= Primary Weapon and Equipment B= Auxiliary Equipment C= Administrative Support Equipment P= Pacing Items
Pacing?	The question asks if this is a critical component.
TOE Name	Displays the unit descriptive title.
Element	Displays the paragraph identification number of the parent organization.
Element Name	Displays the title of an element.

The down-arrow on the **Element Links** tab folder indicates that this is a **drill-down** tab and additional data can be related to the **LIN**.

To access the **Element Links** tabs, click on the **Related Data** toolbar button  or choose the **Data** menu option and select **Related Data**. This will reveal five tabs, **Standard Remarks**, **Non-Standard Remarks**, **Strengths**, **Action Links**, and **LIN DODIC Links**. Each **Element Links** tab selection is described in the following subsections.

- **Standard Remarks Tab**

  The **Element/LIN Standard Remarks** tab is a **picklist** tab that allows the user to link standard remarks to the Element/LIN in the header.

  Columns on this tab include:

Field	Description
Code	The code assigned to the standard remark. Equipment Standard Remarks consist of a three-digit number from 100 through 999. For details on the Basis of Distribution for Equipment Remarks refer to Table C-2 in AR 71-31.
Equipment Remark	A brief description of the remark.

- **Non-Standard Remarks Tab**

  The **Element/LIN Non-Standard Remarks** tab is a **picklist** tab that allows the user to link non-standard remarks to the Element/LIN in the header.

  Columns on this tab include:

Field	Description
Code	The code assigned to the non-standard remark. Equipment Non-Standard remarks codes contain any three-digit number <u>not</u> from 100 through 999 or any three letter combination from AAA-ZZZ. ***Note:*** *Three character non-standard number/letter combinations can be used (e.g., A01, B22.)*
Equipment Remark	A brief description of the remark.

  Note: *For additional details on non-standard remarks refer to AR 71-31.*

- **Strengths Tab**

  This tab is a **picklist** tab. It allows the user to connect the Strength Level to the current Element/LIN item in the header. You can enter a quantity in the quantity field.

- **Action Links Tab**

  This **Element/LIN: Action Links** tab displays the action/training audience combination to which the equipment is linked. This tab is used for viewing purposes only.

- **LIN DODIC Links Tab**

  This is a **picklist** tab, but is restricted as a view-only window of the *Element/LIN Maintenance* grid. This window shows the relationship between the line item number and the DODIC and how it is used.

Assoc LIN Links Tab

The **Assoc LIN Links** tab (Figure 7-73) is a **picklist** tab used to link one or many associated LINs.

The **View All** or **View Not Linked** buttons will display a *Specify Filter Criteria for LIN* screen to assist in defining the list of Equipment (Materiel) Items from which to select. Refer to section 9.2, Filters, for more information about setting up, saving, and loading filters.

Click the **Related Data** toolbar button to access the LIN Support table.

Figure 7-73: Associated LIN Links Tab

The information used to link data at this window includes: **Assoc LIN**, **Supply**, and **Nomenclature**.

Action/TA Links Tab

The **Action/TA Links** tab (Figure 7-74) displays the actions and training audiences that are linked to the Line Item Number (LIN) shown in the header. The actions and training audiences listed here originated from action links made at the training audience **drill-down** tab folder located in the **Create/Edit Actions** option in the **CATS** Module. This tab is presented for viewing purposes only.

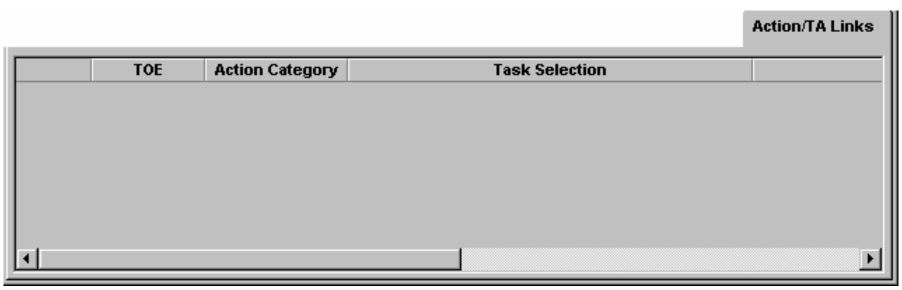


Figure 7-74: Action/TA Links Tab

To view related data pertaining to the record at the **CATS Action** tab folder, select the **Data/Related Data** menu option or the **Related Data** toolbar button.

7.2.11 Multimedia Data

The **Multimedia Data** support table is a listing of multimedia objects such as graphics, video, and audio. It is used to populate the **Multimedia** tab (**Media** tab) in the following ASAT Modules:

- **Individual Module: Step Multimedia** tab at the task level, **Multimedia** tab at the individual task TIO step and performance measure, and the **Multimedia** tab at the Lesson learning step/activities level.

- **Collective Module: Multimedia** tab at the collective task level and the **Multimedia** tab at the collective task step level.

__Note:__ The user inserting the multimedia files must know where the files reside.

7.2.11.1 Create/Edit Multimedia

On the Power Panel, double-click on the **Multimedia** option or highlight it and click the **Open** button. Since the Multimedia Table in ASAT is large, a *Specify Filter Criteria for Multimedia* window (Figure 7-75) for specifying retrieval criteria for the list of multimedia types will display automatically when this support table is selected.

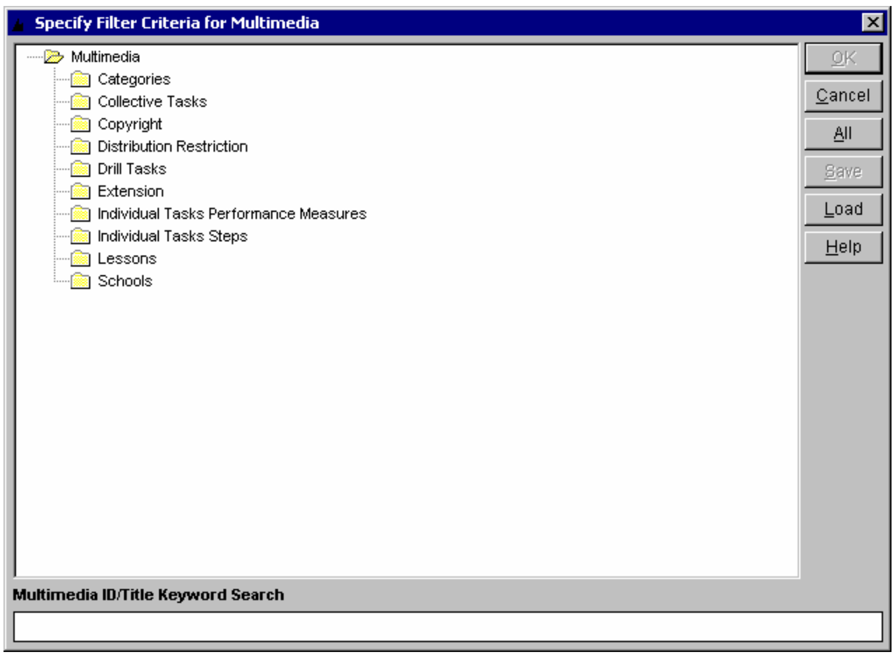


Figure 7-75: Filter Criteria for Multimedia

__Note:__ If the __Load__ button is used to load a saved filter, the __OK__ button must be clicked when you are returned to the filter screen to activate the filter. Refer to section 9.2, Hierarchical Filters, for general procedures for selecting, saving, and loading filter criteria and guidelines for making multiple selections.

The **Multimedia ID/Keyword Search** field at the bottom of the screen can be used to display a list of multimedia objects based on words or phrases in the title given each multimedia object entered into the Multimedia table in the **Support** Module.

Listed below are the filter criteria items for multimedia objects with an explanation of each in terms of the resulting list of multimedia objects:

Field	Description
Categories	Shows multimedia objects linked to selected categories.
Collective Tasks	Shows multimedia objects linked to selected collective tasks.
Copyright	*Yes* or *No* selection to display copyrighted multimedia objects.
Distribution Restriction	Shows multimedia objects by selected distribution restrictions.
Drill Tasks	Shows multimedia objects linked to selected drill tasks.
Extension	Shows multimedia objects linked to selected file type extensions. Only file extensions for the types of multimedia files in your database are listed. A blank extension line indicates that your database includes at least one multimedia record that does not include a multimedia file. Clicking the blank check-box retrieves multimedia records that have no extension files attached.
Individual Tasks Performance Measures	Shows multimedia objects linked to selected Individual Task performance measures.
Individual Tasks Steps	Shows multimedia objects linked to selected individual task steps.
Lessons	Shows multimedia objects linked to selected lessons.
Schools	Shows multimedia objects linked to selected schools.

After selecting filter criteria, click on the **OK** button to display a *Multimedia Object Maintenance* grid (Figure 7-76).

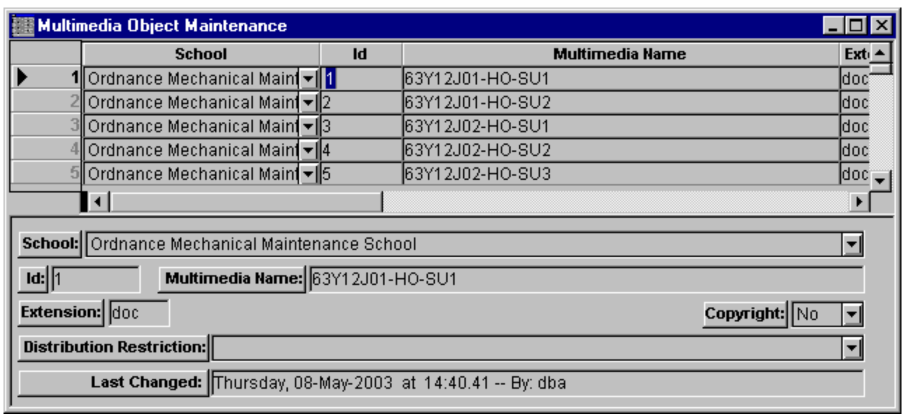


Figure 7-76: Multimedia Object Maintenance Grid

The *Multimedia Object Maintenance* grid is a **grid-detail** view of Multimedia information. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window. Any previously developed **Multimedia** will appear in the list.

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above.

The following columns appear on this tab:

Field	Description
School	Indicates the school name.
Id	Indicates the multimedia identification number.
Multimedia Name	Indicates the multimedia name.
Extension	Identifies the file type extension.
Copyright	Indicates whether the selected multimedia is copyrighted (*Yes*/*No*).
Distribution Restriction	Indicates any distribution restrictions for the selected multimedia.

- To edit the items in the **detail** window, click **Data** on the menu bar and then click **Edit Record**. The items with a white background may be edited by clicking on them.

- The following steps will give an example of adding a new **Multimedia**:

1. On the *Multimedia Maintenance* grid, click the **Insert Record** toolbar button to open up a blank record line in the list.

   *Note: When records are added to this table, the **Extension** field is not accessible. The cursor will be in the **Multimedia Name** field. The School will appear automatically based on the site ID used when loading ASAT. The multimedia ID will increment to the next highest identifier number in the database.*

2. In the **Multimedia Name** column enter a name that is long enough to define the Multimedia (no more than 64 characters.)

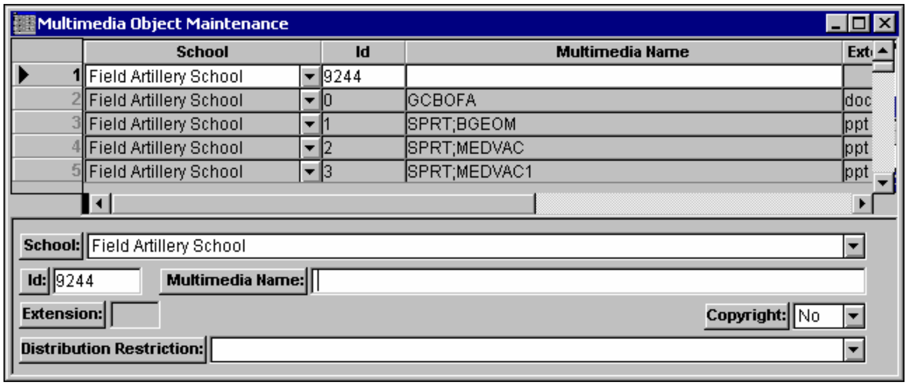


Figure 7-77: Inserting Records in Multimedia

   *Note: A separate field, entitled **Multimedia Title**, is provided on the various media tabs in the **Collective** and **Individual** Modules for specifying a title unique to that used of the multimedia project.*

3. Clicking the **Update Data** toolbar button brings up the *Specify Multimedia File to store in database* dialog box (Figure 7-78). Find the multimedia file and click the **OK** button. This will automatically enter a number identification in the **Multimedia ID** column; enter the file type in the **Extension** column and save the new Multimedia record in the *Multimedia Object Maintenance* grid.

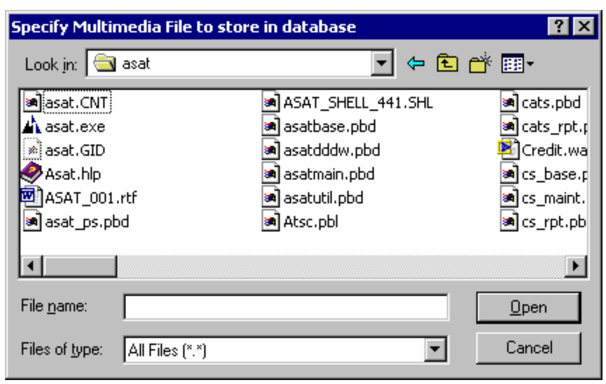


Figure 7-78: Specify Multimedia Files to Store in Database Screen

4. To view/play the multimedia object, click the **Multimedia Data** toolbar button or click the **Data** menu, and choose the **View Multimedia Data** option.
5. To change a multimedia object from the *Multimedia Object Maintenance* grid, click the **Data** menu option, choose **Edit Record**; and then click the **File** menu and choose **Change Media Object** option.

Points to remember when linking multimedia data:

- Graphics files listed below will be displayed automatically in ASAT RTF documents when viewed using MS Word. (***Note:*** all the graphic files listed may not be applicable to ASAT.)

AutoCAD Format 2-D (.dxf) file	Micrografx Designer/Draw (.drw) file
Computer Graphics Metafile (.cgm) file	PC Paintbrush (.pcx) file
CorelDraw (.cdr) file	Portable Network Graphics (.png) file
Encapsulated PostScript (.eps) file	Tagged Image File Format (.tif) file
Enhanced Metafile (.emf)	Targa (.tga) file
Graphics Interchange Format (.gif) file	Windows Bitmap (.bmp, .rle, .dib) file
JPEG File Interchange Format (.jpg) file	Windows Metafile (.wmf)
Kodak Photo CD (.pcd) file	WordPerfect Graphics (.wpg) file
Macintosh PICT (.pct) file	PowerPoint (.ppt) file

- Any other Multimedia Files in the ASAT RTF document will be identified with the message, "Multimedia attached! Click here then press F9." When F9 is pressed, a toolbar button or a representation of the multimedia object will be displayed.

- Wave (.WAV) sound files are usually identified by a speaker icon. Double-click to start the presentation.

- PowerPoint Presentation (.PPT) slides are identified by the first slide in the presentation. When the user double-clicks on the .PPT presentation, the Power Point Viewer will start and display the first slide. Further slides in the presentation (if any) can be viewed by right-clicking while in the PowerPoint viewer application. (See the PowerPoint instructions for details.)

  To print an entire slide presentation, right-click on the icon/presentation (first slide) and select **presentation object/open**. This will link you to the Power Point application for printing and editing purposes. MS Word will only print the first slide of the presentation, which is why you must be in the Power Point application to print the entire presentation.

- Audio Video Interleave (.AVI) video is identified by the first frame of the video clip. Double-click to start the presentation.

7.2.11.2 Relating Data to Multimedia Using the Tab Folder

Another purpose of the *Multimedia Object Maintenance* grid is to double-click on the selected **Multimedia** in order to reach the **Multimedia** tab folder to allow the linking of related data.

To access the **Multimedia** tab folder, click the **Data** menu and then select **Related Data** or click the **Related Data** toolbar button to reach the **Multimedia** tab folder window (Figure 7-79). Notice that the Header is focused on the selected Multimedia allowing one or many linkages on each tab folder.

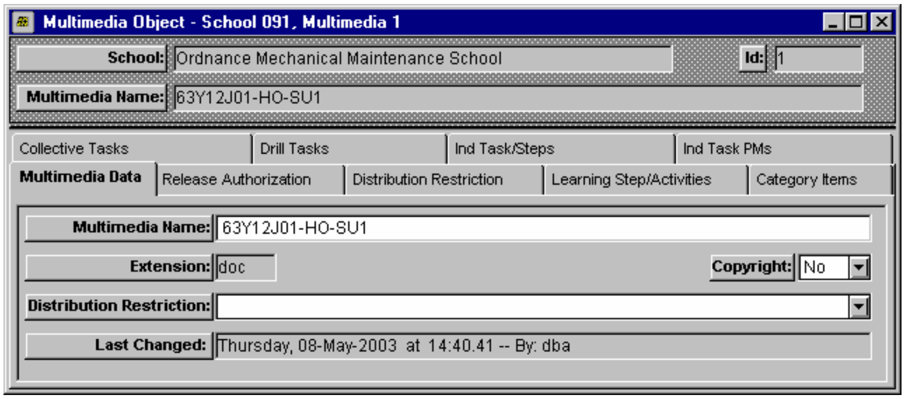


Figure 7-79: Multimedia Tab Folder

The multimedia tab selections are described in the following subparagraphs.

Multimedia Data Tab

The **Multimedia Data** tab (Figure 7-79) presents the same fields displayed on the previous *Multimedia Object Maintenance* grid, but the user is automatically in the edit mode. This is a **detail** tab. Refer to section 9.4.1.1 for an explanation of how to use this window type.

The **Multimedia Data** tab also allows viewing/playing the Multimedia object through the **Data** menu option and choosing **View Multimedia Data** or toolbar button. Once a link has been made and saved, the file selection can be changed by selecting the **File** menu option and then by clicking **Change Media Object**. The *Specify Multimedia File to store in database* dialog box (Figure 7-78) will display again to allow selection of another file. When the desired file is located, click the **OK** button to select.

Release Authorization Tab

The **Release Authorization** tab (Figure 7-80) allows the entry and editing of remarks or notes about the release authorization of the multimedia object. This is a **block-text** tab; refer to section 9.4.1.2 for an explanation of how to use **block** tabs.

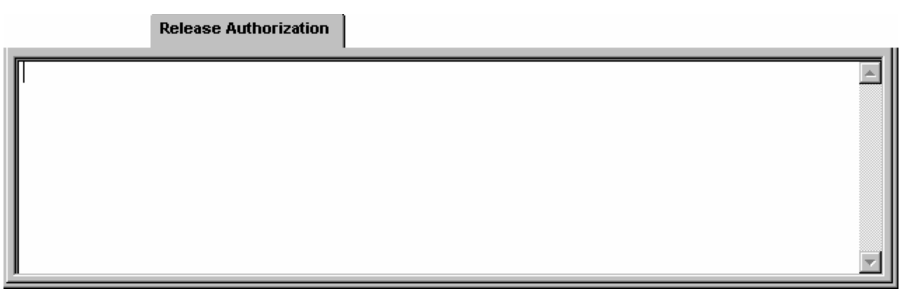


Figure 7-80: Release Authorization Tab

Distribution Restriction Tab

The **Distribution Restriction** tab (Figure 7-81) allows the entry and editing of remarks or notes about the distribution restriction of the multimedia object. Refer to section 9.4.1.2 for an explanation of how to use **block** tabs.

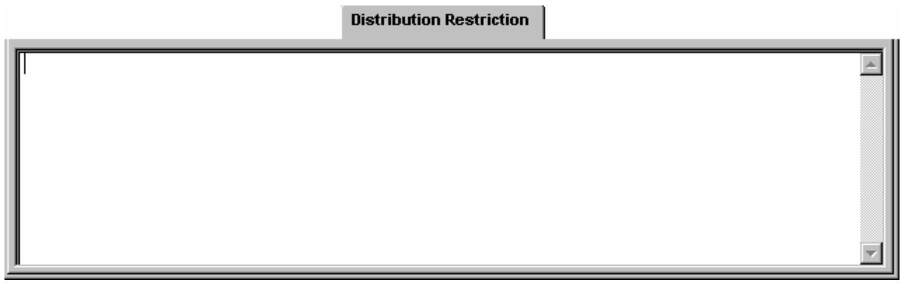


Figure 7-81: Distribution Restriction Tab

Learning Step/Activities Tab

The **Learning Steps/Activities** tab (Figure 7-82) is a **picklist** style window, but is restricted as a view-only window of the **Learning Steps/Activities** previously linked to the selected **Multimedia** in the header.

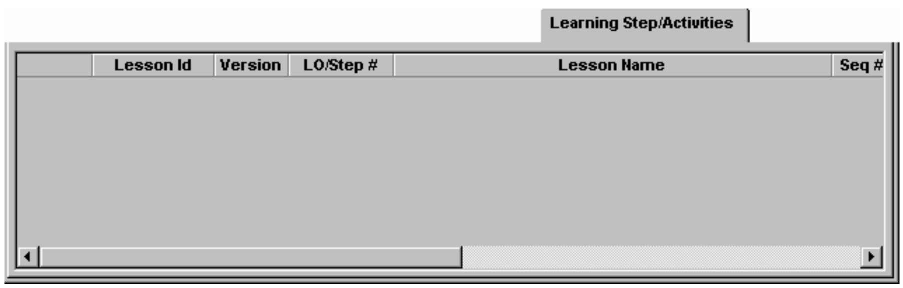


Figure 7-82: Learning Step/Activities Tab

The following columns appear on this tab:

Field	Description
Lesson Id	Lesson identification number.
Version	Represents the various editions of a lesson.
LO/Step #	Learning Objective/Step identification number.
Lesson Name	Descriptive title of the lesson.
Sequence #	Determines the order the Lesson Plan is viewed or printed.
Media ID	Multimedia identification number.
Title	Descriptive title of the lesson.

Category Items Tab

The **Category Item** tab (Figure 7-83) is a **picklist** tab used to link one or many Category Items to the selected **Multimedia** in the header. Refer to section 9.4.1.3 for instructions on using this tab.

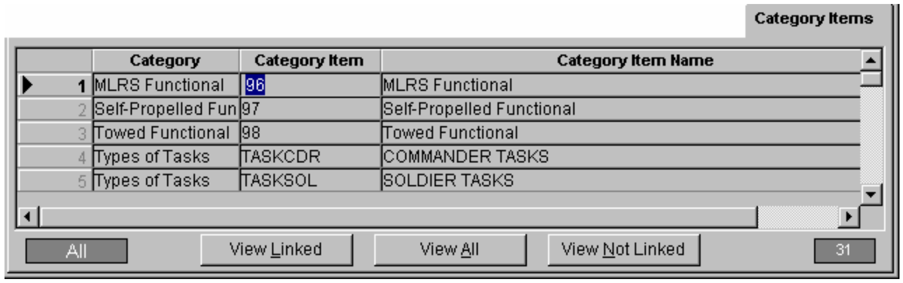


Figure 7-83: Category Items Tab

The following columns appear on this tab:

Field	Description
Category	Displays the type of Category.
Category Item	The name of the Category item.
Category Item Name	The Category item name.

Collective Tasks Tab

The **Collective Tasks** tab (Figure 7-84) is a **picklist** tab used to connect Multimedia Data to the current Collective task, at the task level.

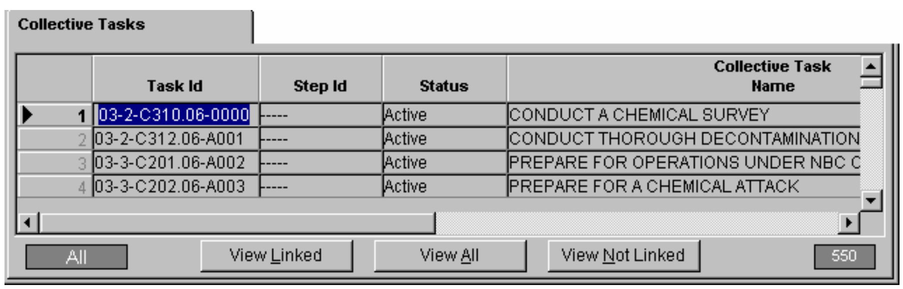


Figure 7-84: Collective Tasks Tab

The following columns appear on this tab:

Field	Description
Task Id	Displays the task identification number.
Step Id	See the Note below.
Status	Contains the code identifying the status of the current task as being *Proposed*, *Active*, *Inactive*, *Superseded*, *Draft*, or *Obsolete*.
Collective Task Name	Displays the title of the Collective task.
Sequence	
Task Multimedia Id	Displays the Task Multimedia identifier.
Task Multimedia Name	Displays the Task Multimedia name.

Note: *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Drill Tasks Tab

The **Drill Tasks** tab (Figure 7-85) is a **picklist** tab that allows the user to link drill tasks to the current Multimedia Data at the task level.

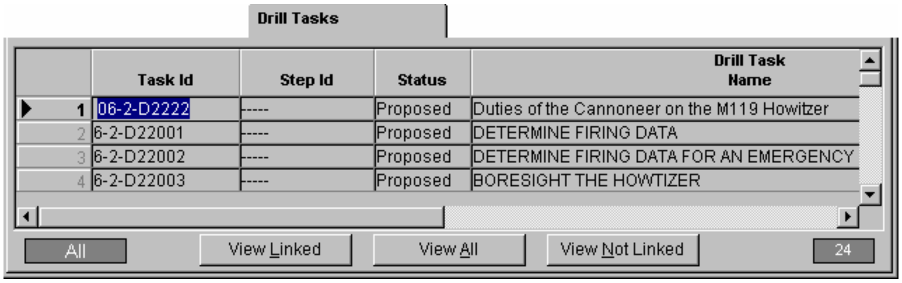


Figure 7-85: Drill Tasks Tab

The following columns appear on this tab:

Field	Description
Task Id	Displays the task identification number.
Step Id	See the Note below.
Status	Contains the code identifying the status of the current task as being *Proposed*, *Active*, *Inactive*, *Superseded*, *Draft*, or *Obsolete*.
Drill Task Name	Displays the title of the Drill task.
Sequence	
Task Multimedia Id	Displays the Task Multimedia identifier.
Task Multimedia Name	Displays the Task Multimedia name.

> ***Note:*** *The* ***Step Id*** *column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

Individual Tasks/Steps Tab

The **Individual Tasks/Steps** tab (Figure 7-86) is a **picklist** tab that allows the user to link Individual tasks to the current Multimedia Data at the task level. Click the **Related Data** toolbar button to access the **Individual Task** tab folder to view additional information.

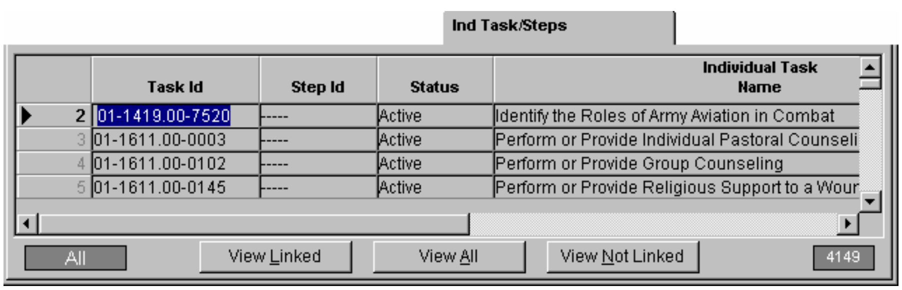


Figure 7-86: Individual Task/Steps Tab

When the **View All** or **View Not Linked** buttons are clicked, the *Specify Filter Criteria for Individual Tasks* screen will display to assist in defining the list of individual tasks from which to select. Both Individual Tasks and Individual Tasks Linked at the step level associated with the multimedia record are displayed on this tab.

The following columns appear on this tab:

Field	Description
Task Id	Displays the task identification number.
Step Id	Displays the step number that the record is linked to at the step level in the task outline. Dashes indicate that the record is linked at the task level instead of the step level.
Status	Identifies the status of the current task as being *Proposed*, *Active*, *Inactive*, *Superseded*, *Draft*, or *Obsolete*.

Field	Description
Individual Task Name	Displays the title of the Individual task.
Sequence	
Task Multimedia Id	Displays the Task Multimedia Identifier.
Task Multimedia Name	Displays the Task Multimedia Name.

Individual Tasks Performance Measures Tab

The **Individual Tasks Performance Measures** tab (Figure 7-87) is a **picklist** tab that displays the individual tasks linked to multimedia at the performance measures level in ASAT. Click the **Related Data** toolbar button to access the **Individual Task** tab folder to view additional data.

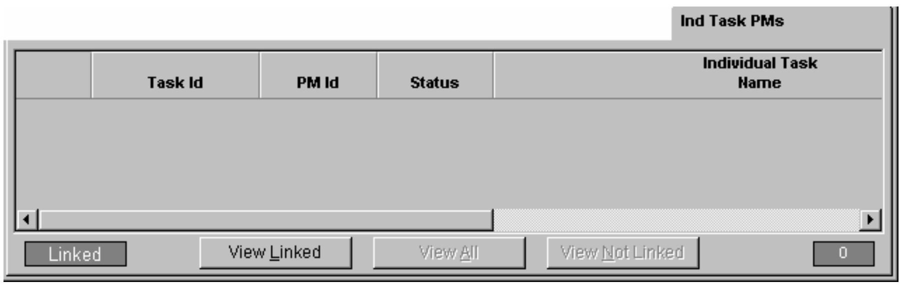


Figure 7-87: Individual Tasks / Performance Measures Tab

> ***Note:*** *You cannot make task level links on this tab. To make links, go to the* ***Multimedia: Individual Task/Steps*** *tab.*

The following fields appear on this tab:

Field	Description
Task Id	Displays the task identification number.
PM Id	Displays the performance measure number that the record is linked to at the performance measure level.
Status	Contains the code identifying the status of the current task as being *Proposed*, *Active*, *Inactive*, *Superseded*, *Draft*, or *Obsolete*.
Individual Task Name	Displays the title of the Individual task.
Sequence	
Task Multimedia Id	Displays the Task Multimedia identifier.
Task Multimedia Name	Displays the Task Multimedia name.

7.2.12 Organization Paragraphs

This table is used to maintain the organization paragraph data. From the Power Panel, highlight the **Organization Paragraphs** option and double-click on the title or click the **Open** button. A *Specify Filter Criteria for Elements* screen (Figure 7-88) first appears to filter the elements.

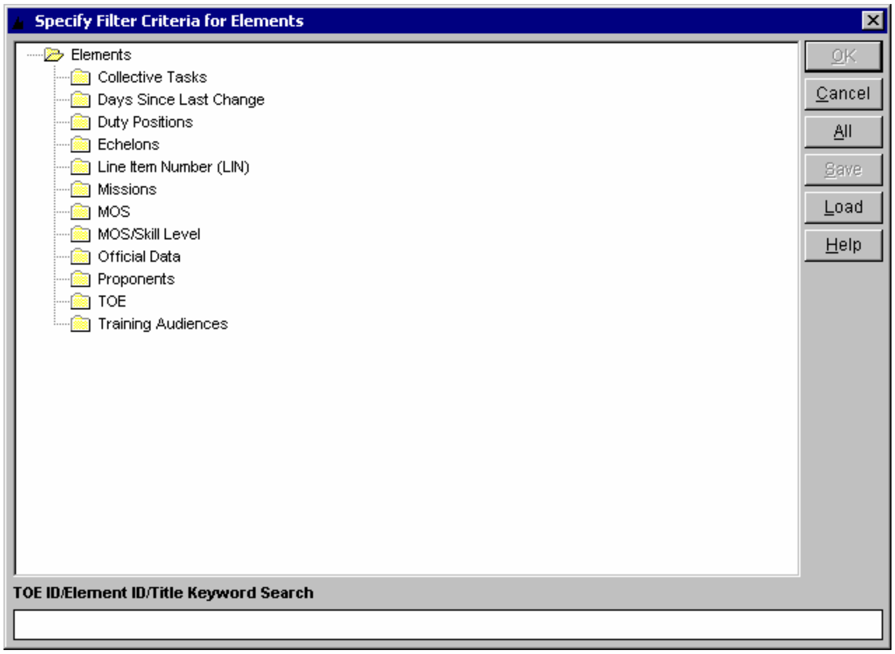


Figure 7-88: Elements Filter Screen

Refer to section 9.2 for information on how to use a filter screen. After making a filter selection, the *Organization Paragraph Maintenance* grid (Figure 7-89) appears allowing the user to maintain the organization data.

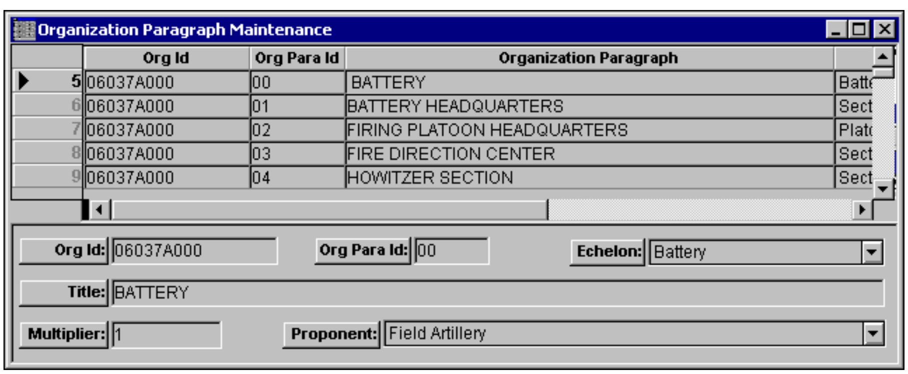


Figure 7-89: Organization Paragraph Maintenance Grid

Organization Paragraph records are available for linking under the **Element/Mission** tab in the **Collective Task** Module tab folder and provide the resource picklist for the **Training Audience** tabs at the **CATS Create/Edit Actions** Module tab folder.

Perhaps the most important item in this window is the **Org Para Id**. This is a two-digit number assigned in numerical sequence to organizational elements of the TOE in echelon sequence.

The following fields appear on this window:

Field	Description
Org Id	Identifies the organization. The maximum character entry length for this field is 15 characters (this field must contain an entry.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Org Para Id	Identifies the paragraph within the organization.
Organization Paragraph	The paragraph within the organization.
Echelon	Identifies the level of the organization.
Multiplier	Identifies how many of this type of element exists within the Organization.
Proponent	Identifies the proponent agency for the organization.

The bottom portion of the window shows details of the items listed on the grid. Therefore scrolling is not required to read all the information. The Organizational Paragraphs may be edited by placing the cursor on a row and clicking on the **Edit** toolbar button .

Note: *Delete is not allowed while editing records; also Generic/Element TOEs cannot be modified.*

At the *Organization Paragraph Maintenance* grid the user can review or print any changes that have been made to the record by clicking the **View** menu and selecting **Change History**. Refer to section 9.3 for details on this feature.

7.2.12.1 Relating Data to Organization Paragraph Using the Tab Folder

Another purpose of the *Organization Paragraph Maintenance* grid is to double-click on the Organization in order to reach the **Organization Paragraph** tab folder to allow the linking of related data.

To access the **Organization Paragraph** tab folder (Figure 7-90), click the **Data** menu and then select **Related Data** or click the **Related Data** toolbar button . This will reveal eight tabs. They are: **Organization Paragraph Data**, **LIN Links**, **Missions Links**, **Duty Position Links**, **Collective Task Links**, **Action Links**, **LIN DODIC Links**, and **Change History**. Notice the header is focused on the selected Organization Paragraph allowing one-to-many linkages on each tab folder. These tabs are **detail** and **picklist** tabs. Refer to section 9.4.1.1 for instructions on using **detail** tabs. Refer to section 9.4.1.3 for instructions on using **picklist** tabs.

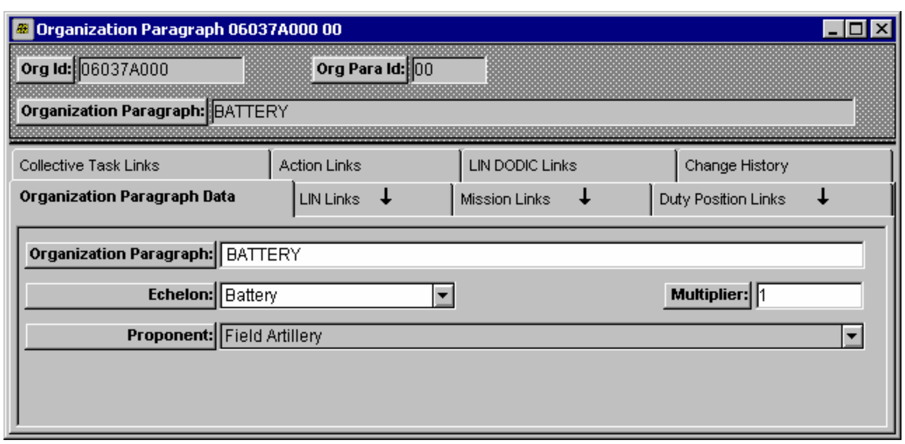


Figure 7-90: Organization Paragraphs Tab Folder

Note: *Only mission and collective task links can be made at the corresponding tab for Generic Element TOEs. No other modifications are allowed.*

The seven main tab selections are described in the following subparagraphs.

Organization Paragraph Data Tab

The **Organization Paragraph Data** tab (Figure 7-90) provides information on the record previously selected at the *Organization Paragraph Maintenance* grid. The **Organization Paragraph Data** tab is a **detail** data tab and contains the fields from the *Organization Paragraph Maintenance* grid. Refer to section 9.4.1.1 for information on entering data using this tab type.

The following fields appear on this tab:

Field	Description
Organization Paragraph	The paragraph within the organization.
Echelon	The level of the organization.
Multiplier	Identifies how many of the type of elements exists within the Organization.
Proponent	Identifies the proponent agency for the Organization record.

LIN Links Tab

The **LIN Links** tab (Figure 7-91) is a **picklist** tab accessed from the *Organization Paragraph Maintenance* grid, which allows the user to link Equipment to an Organization Paragraph. To add or delete equipment, refer to section 9.4 for instructions on using **picklist** tabs.

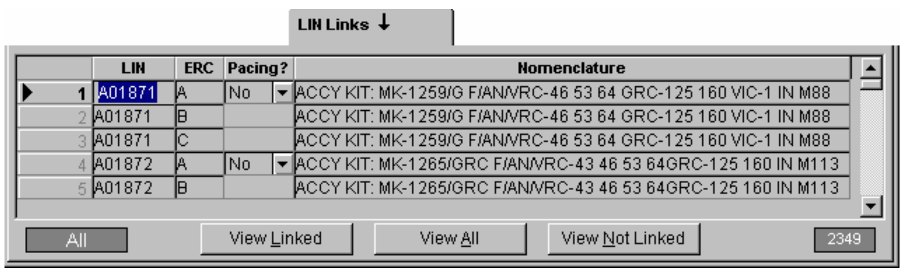


Figure 7-91: LIN Links Tab

The following columns appear on this tab:

Field	Description
LIN	The Line Item Number.
ERC	The Equipment Readiness Code: *A* (Primary Weapons and Equipment), *B* (Auxiliary Equipment), *C* (Administrative Support Equipment), *P* (Pacing Items).
Pacing?	The question asks if this is a critical component.
Nomenclature	The descriptive name of the equipment.

The down-arrow on the **LIN Links** tab folder is an indicator that this is a **drill-down** tab and additional data can be related to the Equipment.

To access the **LIN Links** tab folder, click on the **Related Data** toolbar button or choose the **Data** menu option and select **Related Data**. This will reveal five tabs: **Element/LIN Standard Remarks**, **Element/LIN Non-Standard Remarks**, **Element/LIN Strengths**, **Element/LIN Action Links**, and **LIN DODIC Links**. Each **Element/LIN** tab folder selection is described in the following sub-sections.

- **Standard Remarks Tab**

The **Element/LIN Standard Remarks** tab is a **picklist** tab that allows the user to link standard remarks to the Element/LIN in the header.

Columns on this tab include:

Field	Description
Code	The code assigned to the standard remark. Equipment Standard Remarks consist of a three-digit number from 100 through 999. For details on the Basis of Distribution for Equipment Remarks refer to Table C-2 in AR 71-31.
Equipment Remark	A brief description of the remark.

- **Non-Standard Remarks Tab**

  The **Element/LIN Non-Standard Remarks** tab is a **picklist** tab that allows the user to link non-standard remarks to the Element/LIN in the header.

  Columns on this tab include:

Field	Description
Code	The code assigned to the non-standard remark. Equipment Non-Standard remarks codes contain any three-digit number <u>not</u> from 100 through 999 or any three letter combination from AAA-ZZZ. ***Note:*** three character non-standard number/letter combinations can be used (e.g., A01, B22.)
Equipment Remark	A brief description of the remark.

  Note: *For additional details on non-standard remarks refer to AR 71-31.*

- **Strengths Tab**

  This tab is a **picklist** tab that allows the user to connect the Strength Level to the current Element/LIN item in the header. The **Qty** field represents the strength level quantity for this particular Element/LIN and is editable for linked records. The quantity entered here appears on the **Training Audience LIN** tab in the **CATS** Module.

- **Action Links Tab**

  The **Element/Equipment Action Links** tab appears as a **picklist** tab, but is restricted as a **view-only** tab of the *Elements Maintenance* grid previously linked to the selected Element in the header. Selecting a row and clicking the Related Data and linked button on the toolbar can access Related Data and linked data.

- **LIN DODIC Links Tab**

  The **LIN DODIC Links** tab is a **view-only** tab of the DODICs linked to the Element/LIN listed in the header. This tab shows the relationship between the Element/Line Item Number and the DODIC and how it is used.

  The following fields appear on this tab:

Field	Description
DODIC	Displays the Department of Defense Identification Code.
DODIC Nomenclature	Displays the name that is associated with the DODIC.

Mission Links Tab

The **Mission Links** tab (Figure 7-92) is a **picklist** tab accessed from the *Organization Paragraph Maintenance* grid by selecting the **Data** menu option and clicking the **Related Data** option.

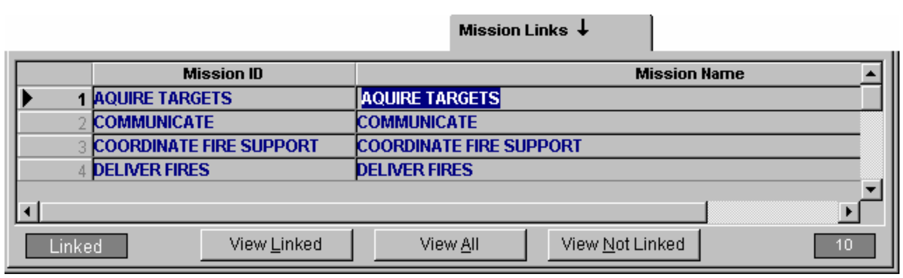


Figure 7-92: Mission Links Tab

The following columns appear on this tab:

Field	Description
Mission ID	Mission Identification Number.
Mission Name	Title of the mission.

The down-arrow on the **Mission Links** tab folder is an indicator that this is a **drill-down** tab and additional data can be related to the Mission. To access the **Mission** tab folder click on the **Related Data** toolbar button  or choose the **Data** menu option and select **Related Data**. This will reveal the **Element/Mission Collective Task Links** tab described in the following sub-section.

- **Collective Task Links Tab**

  This is a **picklist** tab used to link one or many collective tasks to the selected Element in the header. The columns at this tab include:

Field	Description
Task ID	Task identification number.
Status	Contains the code identifying the status of the current task as being *Proposed*, *Active*, or *Obsolete*.
Task	Title of the collective task.

Duty Position Links Tab

The **Duty Position Links** tab (Figure 7-93) is a **picklist** tab that allows the user to link to one or many Duty Positions to the current Organization Paragraph.

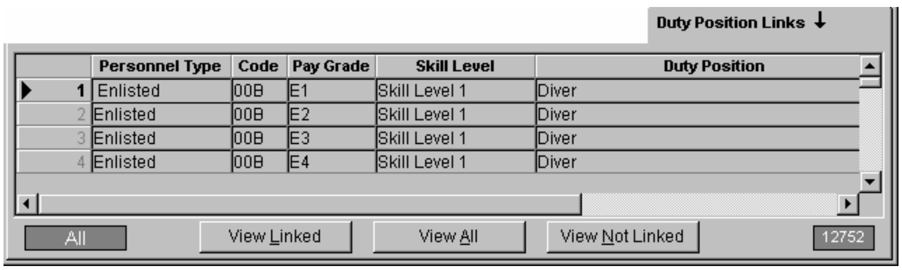


Figure 7-93: Duty Position Links Tab

The following columns appear on this tab:

Field	Description
Personnel Type	Identification as *Enlisted*, *Warrant*, and *Officer*.
Code	Occupational Specialty Code.
Pay Grade	Displays the coded level of pay equal to the rank on Army personnel.
Skill Level	Enlisted levels 1-5, Warrant ranks 1-5, and Officer ranks 1-8.
Duty Position	The title of the Duty Position.
ID	The Duty Position Identifier.
Occupational Specialty	The title of the occupational specialty.

The down-arrow on the **Duty Position Links** tab is an indicator that this is a **drill-down** tab and additional data can be related to the Duty Position. To access the **Element/Duty Position** tab folder click on the **Related Data** toolbar button  or choose the **Data** menu option and select **Related Data**. This will reveal five tabs: **ASI Links**, **Standard Remarks**, **Non-Standard Remarks**, **Strengths**, and **Action Links**. These tabs are described in the following subsections.

- **ASI Links Tab**

  This is a **picklist** tab accessed from the **Element/Duty Position** tab folder view by selecting the **Data** menu option and clicking **Related Data**. It allows the user to connect ASI to the current task.

  The columns at this window include:

Field	Description
Code	Applies to certain standardized skills.
ASI Name	Name of the Additional Skill Identifier.

- **Standard Remarks Tab**

  The **Element/Duty Position Standard Remarks** tab appears as a **picklist** tab of Codes and Standard Personnel Remarks linked to the Element/Duty Position displayed in the header.

  The columns at this window include:

Field	Description
Code	The code assigned to the standard remark. Standard Personnel remark codes consist of a two-position alpha or numeric code that identifies the additional duties of personnel assigned to a unit. Refer to AR 71-31, Table C-1 for details on the basis of issue for standard personnel remarks.
Personnel Remark	Displays a brief description of the personnel remark.

- **Non-Standard Remarks Tab**

  The **Element/Duty Position Non-Standard Remarks** tab appears as a picklist of Non-Standard Codes and Personnel Remarks linked to the Element Duty Position displayed in the header.

  The columns at this window include:

Field	Description
Code	The non-standard code assigned to the remark. Non-Standard Personnel remark codes are two-position codes consisting of alpha characters H through S in the first position and alpha characters A through Z (except I and O) in the second position. Refer to AR 71-31 for additional details on non-standard personnel remarks.
Personnel Remark	Displays a brief description of the personnel remark.

- **Strengths Tab**

  This tab is a **picklist** tab that allows the user to connect the Strength Level to the current Element/Duty Position item in the header. The **Qty** field represents the strength level quantity for this particular Element/Duty Position and is editable for linked records. The quantity entered here appears on the **Training Audience Duty Position** tab in the **CATS** Module.

- **Action Links Tab**

  The **Element/Duty Position Action Links** tab displays the action/training audience combination to which this duty position is linked. This tab is used for viewing purposes only.

Collective Task Links Tab

The **Collective Task Links** tab (Figure 7-94) is a **picklist** tab found in the **Organization Paragraph** tab folder in the **Support** Module. It allows the user to connect Collective tasks to the Organization Paragraph.

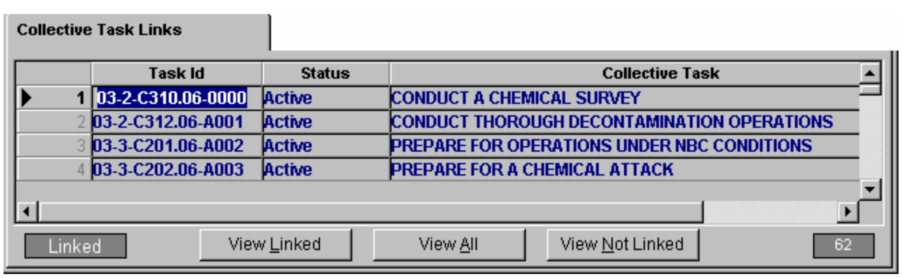


Figure 7-94: Collective Task Links Tab

The following columns appear on this tab:

Field	Description
Task Id	Displays the task identification number.
Status	Displays the status of the current task.
Collective Task	Displays the title of the task.

Field	Description
Mission	Displays the descriptive title of the Mission. For linked rows (rows appearing in blue typeface), the user may click on a **Show** button to view a descriptive list of missions related to the collective task/organization paragraph. Rows that are not linked will not have the **Show** button feature.

Action Links Tab

The **Action Links** tab (Figure 7-95) is a **view-only** tab showing a report of the actions that are linked to the Element (Organization Paragraph) as a CATS Training Audience.

These items are linked through the **CATS** Module, **Create/Edit Actions (CATS)** menu option after selecting an Action Category. Click on the **Related Data** toolbar button and click on the **Training Audience** tab folder. This will now allow the user to link additional elements.

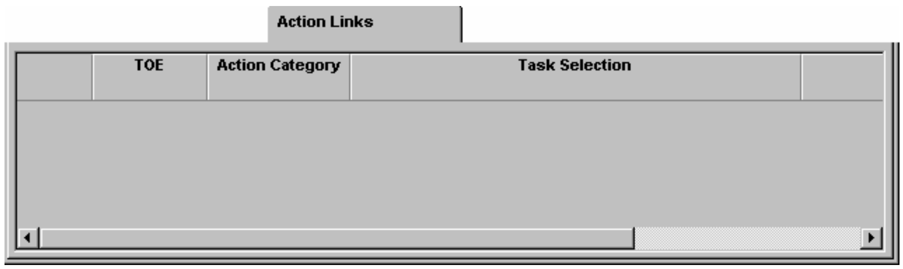


Figure 7-95: Action Links Tab

The fields at this tab include:

Field	Description
TOE	Name of the Organization.
Action Category	The action category given in the CATS Builder.
Task Selection	Displays the Task Selection.
TADSS Selection	Displays the TADSS selection to which this action belongs.

LIN DODIC Links Tab

The Organization Paragraph **LIN DODIC Links** tab (Figure 7-96) is a **view-only** tab that shows the relationship between the line item number and the DODIC and how it is used.

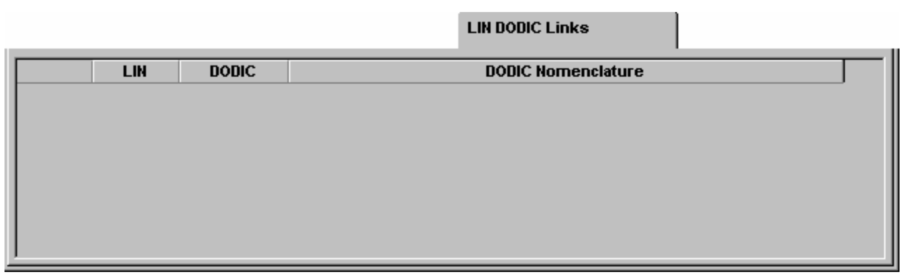


Figure 7-96: LIN DODIC Links Tab

The following columns appear on this tab:

Field	Description
LIN	Displays the Line Item Number.
DODIC	Displays the Department of Defense Identification Code.
DODIC Nomenclature	Displays the name that is associated with the DODIC.

Change History Tab

The Organization Paragraph **Change History** tab (Figure 7-97) is a **view-only** tab that summarizes the history of the change made to the Organization Paragraph.

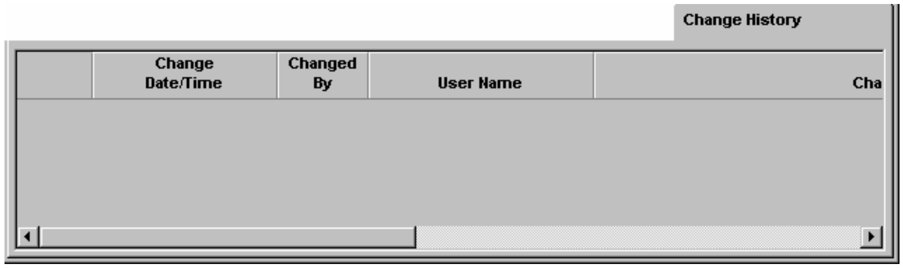


Figure 7-97: Change History Tab

The following columns appear on this tab:

Field	Description
Change Date/Time	The date and time of the change.
Changed By	The person who made the change.
User Name	The User name of the person who made the change.
Change Reason	The reason for the change.
Commercial Phone#	The commercial phone number of the person who made the change.
DSN	The DSN number of the person who made the change.
Email	The email address of the person who made the change.

7.2.13 Organizations

This table is used to build a **picklist** of Organizations for linking to the following areas of ASAT:

- The **TOE** tab under the **Collective** Module **Create/Edit MTP** option.
- The **Organization** tab for Products (e.g., ARs, FMs.)
- The **Support** Module Element table (using the **Element Links** tab listed in section 7.2.13.2.)
- The **Element/LIN Links** and **Element/Duty Position Links** tabs in the Element Support table (see **TOE: Resources** tab listed below for additional details.)

7.2.13.1 Create/Edit Organizations

On the Power Panel, click the **Support** button, double-click on the **Organizations** option or highlight it and click the **Open** button.

Since the Organizations Table in ASAT is large, a *Specify Filter Criteria for Organization* window (Figure 7-98) for specifying retrieval criteria for the list of Organizations will display automatically when this support table is selected.

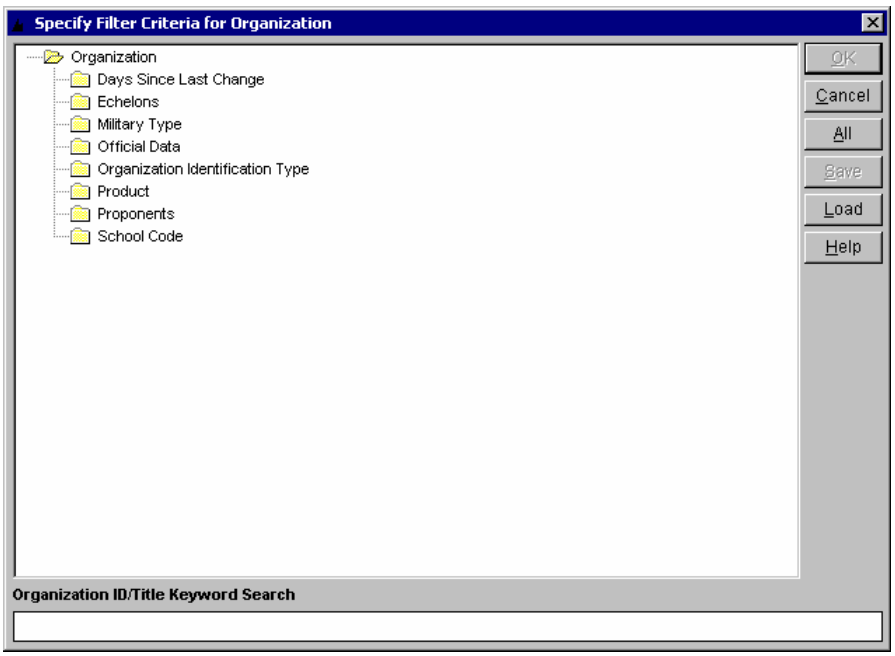


Figure 7-98: Filter Criteria for Organization

See section 9.2, Filters, for more information about setting up, saving, and loading filters. The most commonly used filter for Organizations is **Proponents**.

The *Organizations Maintenance* grid (Figure 7-69) appears as a **grid-detail** view of the Organizations information. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window. Any previously developed Organizations will appear in the list.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

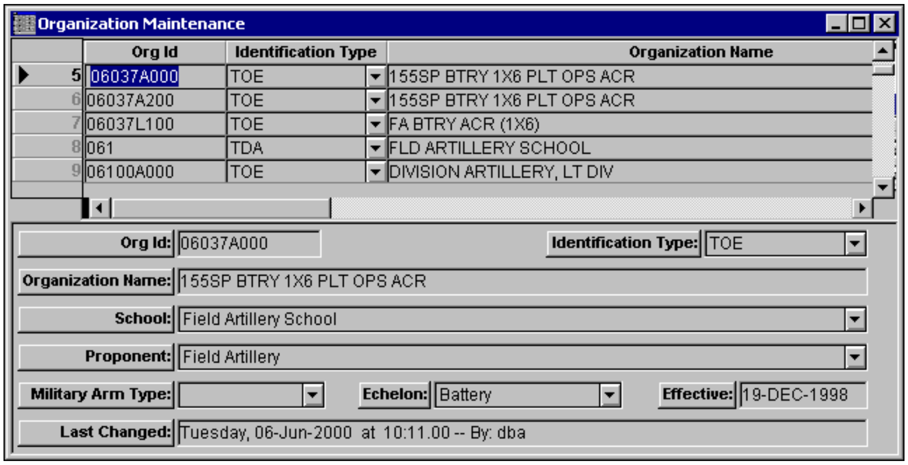


Figure 7-99: Organization Maintenance Grid

The top half of the window is a grid of rows and columns of **Organizations** data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the **Organizations** focused on in the grid above.

The following fields appear on this window:

Field	Description
Org Id	Enter the identifier for the Organization. The maximum entry length for this field is 15 characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Identification Type	Displays the Type of Identification for the organization selected in the previous column.
Organization Name	Enter the Name of the Organization.
School	Select the school or agency responsible for the Organization.
Proponent	Select the series name and number, as found in AR 25-30, which represents the functional proponent for the Organization.
Military Arm Type	Select the Branch of Service this Organization represents.
Echelon	Select the Echelon this Organization represents.
Effective	Represents the date the organization went into effect.
Last Changed	Displays the date the Organization changed. Double-click in the field to view details on the person making the most recent change.

- To edit the items in the **detail** window, click **Data** on the menu bar and then choose **Edit Record** or select the **Edit** toolbar button. The items with a white background may be edited by clicking on them.

  Note: *The* ***Identification Type*** *and* ***Last Changed*** *field can only be entered for a newly inserted record. Also, Generic TOEs cannot be modified.*

The following explanation will give an example of adding a new **Organization**. On the *Organization Maintenance* grid, click the **Insert Record** toolbar button to open up a blank-record line in the list.

- Enter the information in each column as defined above.
- Click the **Update Data** toolbar button to save the new Organization's record.
- Although section 9.3 provides a detailed explanation of all the features of a **grid-detail** window, there are several features listed here as a convenience to help you find the right Organizations.

- If you do not know the **Organization ID** (**Organizations** column), but do know a word in the **Organization Name**; scroll right and click the column heading **Organization Name**. This sets the focus on this column as indicated by the black background. On the menu bar click the **View** menu, and select the **Find Text** option. The following window appears:

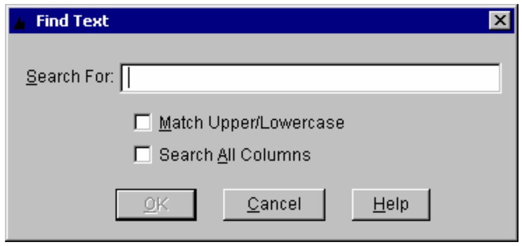


Figure 7-100: Find Text Window

Type in the word in the title and click **OK**. The focus will jump to the first row where the word appears in the title. Click on the **View** menu, and select the **Find Next** option to jump to the next occurrence.

- If you wanted to see the titles in alphabetical order to scroll through, double-click the column heading **Organization Name** and the names will rearrange into alphabetical order. (Double-click again on the column heading to return to the original format.) For a complex sort, click **View** menu, and choose **Sort**.
- If you know some related information about the **Organization** that might narrow your search, select the **View** option from the menu bar, click on **Filter By**, and then choose **Linked Data** to set a filter and reconstitute the **grid-detail** window list.

7.2.13.2 Relating Data to Organizations Using the Tab Folder

Another purpose of the *Organization Maintenance* grid is to double-click on the selected Organizations in order to reach the **Organization** tab folder to allow the linking of related data.

To access the **Organization** tab folder, click on the **Related Data** toolbar button or choose the **Data** menu and then select the **Related Data** option on the *Organization Maintenance* main menu. This will reveal 14 tabs: **TOE Data**, **Description**, **Assignment Statement**, **Capabilities Statement**, **Mission Statement**, **Supported by MTPs**, **Element Links**, **Operational Doctrine**, **Subordinate Orgs**, **Calendars**, **Actions**, **CATS Summary**, **Non-Standard Remarks**, and **Resources**.

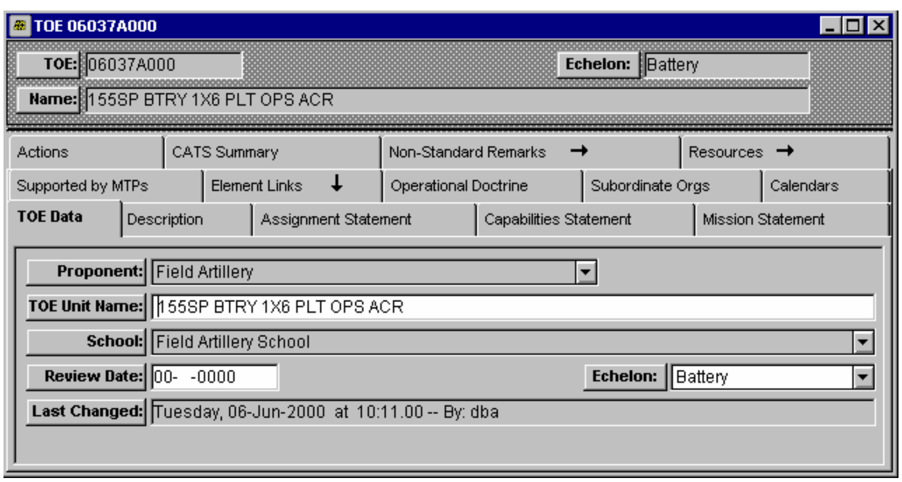


Figure 7-101: Organization Tab Folder

Notice the Header is focused on the selected Organization, allowing one or many linkages on each tab folder. The tabs are **detail**, **block-text**, **picklist**, and **insert** tab. Refer to section 9.4.1.1 for instructions on using **detail** tabs. Refer to section 9.4.1.2 for instructions on using **block-text** tabs. Refer to section 9.4.1.3 for instructions on using **picklist** tabs. Refer to section 9.4.1.4 for instructions on using **insert** tabs.

The 14 tab selections available at this window are described in the following subparagraphs.

TOE Data Tab

The **TOE Data** tab (Figure 7-101) is used for editing data of the selected Organization. The **Review Date** field contains the review date of the TOE. Refer back to section 7.2.13.1 for all other field definitions. Refer to section 9.4.1.1 for instructions on using **detail** tabs.

Description Tab

The **Description** tab (Figure 7-102) is a **block-text** tab used to enter and edit a description related to the Unit/TOE in the area provided.

Figure 7-102: Description Tab

Assignment Statement Tab

The **Assignment Statement** tab (Figure 7-103) is a **block-text** tab used to link an Assignment Statement to an Organization. Refer to section 9.4.1.2 for instructions on using **block-text** tab.

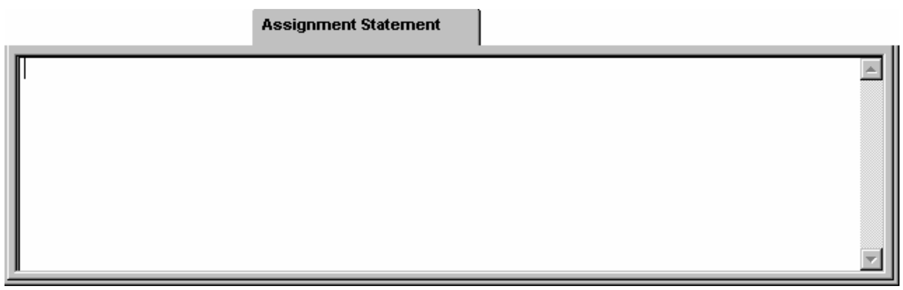


Figure 7-103: Assignment Statement Tab

Capabilities Statement Tab

The **Capabilities Statement** tab (Figure 7-104) is a **block-text** tab used to link a Capabilities Statement to Organizations. Refer to section 9.4.1.2 for instructions on using **block-text** tabs.

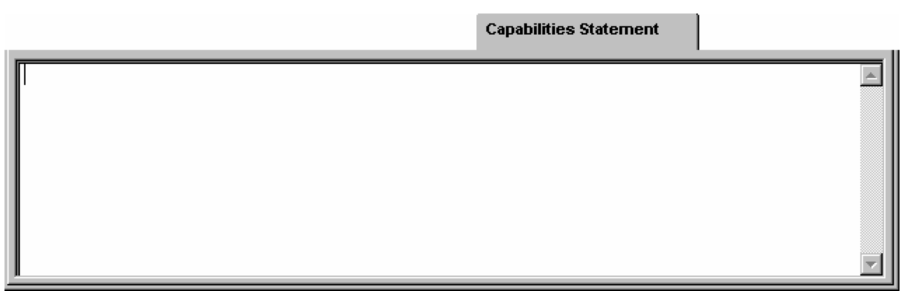


Figure 7-104: Capabilities Statement Tab

Mission Statement Tab

The **Mission Statement** tab (Figure 7-105) is a **block-text** tab used to link a Mission Statement to an Organization. Refer to section 9.4.1.2 for instructions on using **block-text** tabs.

Figure 7-105: Mission Statement Tab

Supported by MTPs Tab

The **Supported by MTPs** tab (Figure 7-106) is a **picklist** tab used to link one or more MTPs to the TOE selected. To add or delete a product, refer to section 9.4 for instructions on using **picklist** tabs.

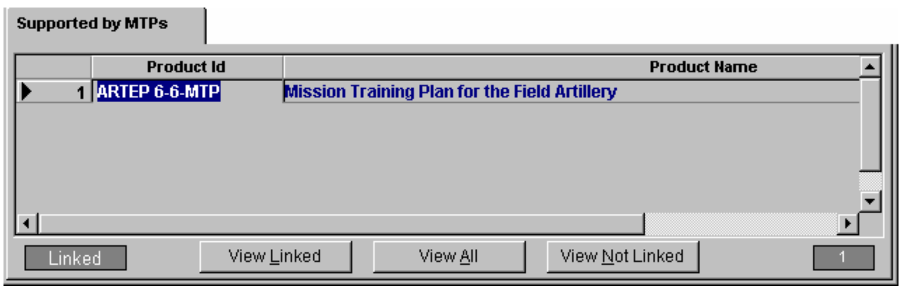


Figure 7-106: Supported by MTPs Tab

The following columns appear on this tab:

Field	Description
Product Id	Identification number of the Product.
Product Name	Title of the Product.

Element Links Tab

The **Element Links** tab (Figure 7-107) is an **insert** link tab used to link one or many **Elements** to the selected **TOE** in the header. To add or delete an element, refer to section 9.4.1.4 for instructions on using **insert** tabs.

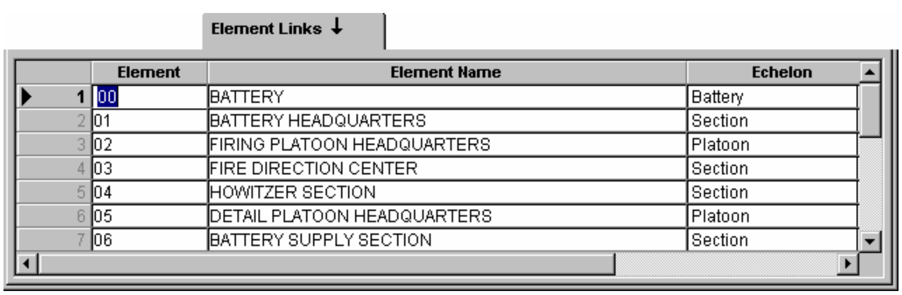


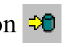
Figure 7-107: Element Links Tab

The following columns appear on this tab:

Field	Description
Element	The number for an element.
Element Name	The title of an element.
Echelon	The Army unit.
Proponent	The functional proponent for the TOE.

- The following explanation is an example of adding a new **Element**. On the **Element** tab folder, click the toolbar **Insert Record** toolbar button  to open up a blank-record line in the list.

- Enter the information in each field as defined above.

- Click the **Update Data** toolbar button  to save the new **Element** record.

- The down-arrow on the **Element Links** tab folder is an indicator that this is a **drill-down** tab and additional data can be related to the **Organizations-Element** combination.

- To access the **Element Links** tab folder, click the **Data** menu and then select **Related Data** or click the **Related Data** toolbar button  to reach the **Element Links** tab folder (Figure 7-108). This will reveal eight tabs: **Element Data**, **LIN Links**, **Mission Links**, **Duty Position Links**, **Collective Task Links**, **Action Links**, **LIN DODIC Links**, and **Change History**. To get a detailed description of these eight tabs, refer to the Line Item Number/Element Links section of the Support Tables (section 7.2.10).

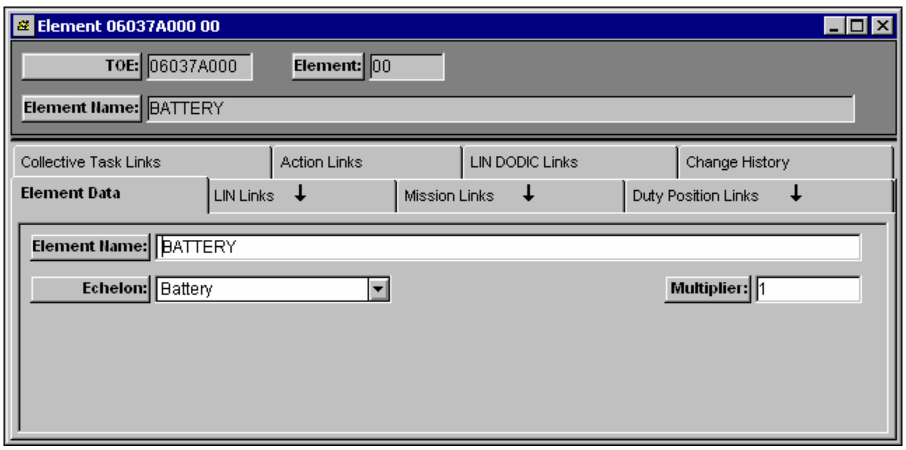


Figure 7-108: Element Tab Folder

Operational Doctrine Tab

The **Operational Doctrine** tab (Figure 7-109) is a **picklist** tab used to link one or many products to the selected **Operational Doctrine** in the header. Refer to section 9.4 for instructions on using **picklist** tabs.

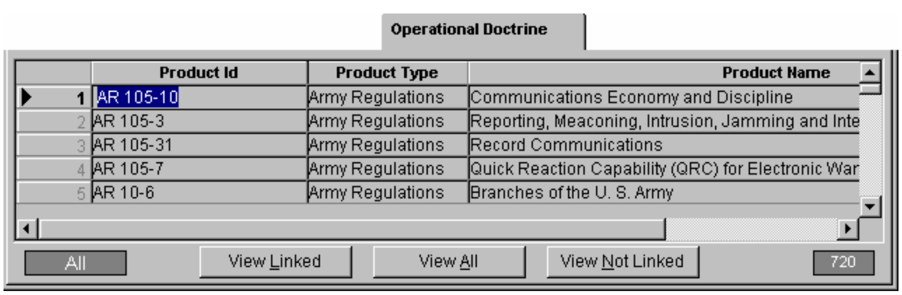


Figure 7-109: Operational Doctrine Tab

> ***Note:*** *Only ARs (Army Regulations), FMs (Field Manuals), JPs (Joint Publications), and TCs (Training Circulars) will appear on the picklist.*

The following columns appear on this tab:

Field	Description
Product Id	Identification number of the Product.
Product Type	Indicates the type as FM, FC, TM, etc.
Product Name	Title of the Product.

Subordinate Organizations Tab

The **Subordinate Organizations** tab (Figure 7-110) is a **picklist** tab; however, it is restricted as a view-only window of the *Organization Maintenance* grid previously linked to the selected Organizations in the header.

Figure 7-110: Subordinate Orgs Tab

The following columns appear on this tab:

Field	Description
Org Id	Identification number of the organization.
Identification Type	Indicated type as TOE, MTOE, TDA, etc.
Organization Name	Title of the Organization.
Multiplier	Displays how many of the element type exists within the TOE.

Calendars Tab

The **Calendars** tab (Figure 7-111) shows information about calendars that are based on the TOE specified in the header that depicts the performance of a CATS strategy. This is a view-only tab.

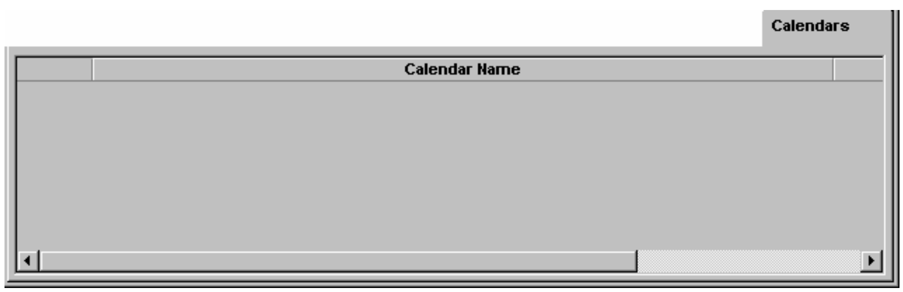


Figure 7-111: Calendars Tab

The following columns appear on this tab:

Field	Description
Calendar Name	Displays the name that is associated with the calendar.
Calendar Id	Displays the identification number of the calendar.
Calendar Version	Displays the current version of the calendar.

Actions Tab

The TOE **Actions** tab (Figure 7-112) shows all the actions that are based on the TOE specified in the header. This tab is for viewing purposes only.

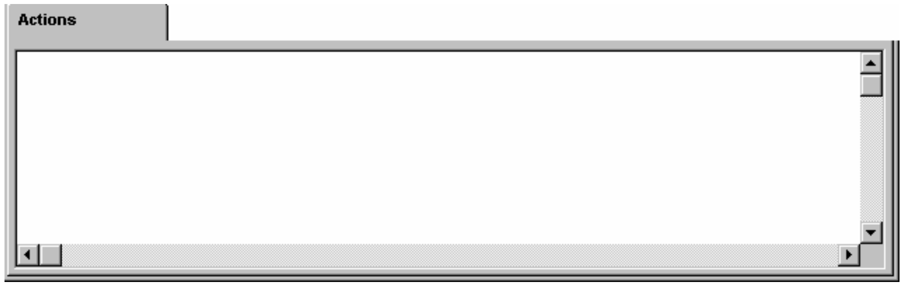


Figure 7-112: Actions Tab

CATS Summary Tab

The **CATS Summary** tab (Figure 7-113) is a **block** data tab used to enter a summary of the purpose of the data entered for the Unit/TOE and the outcome desired.

Figure 7-113: CATS Summary Tab

Non-Standard Remarks Tab

The arrow next to this tab is an indicator that there are additional tabs that can be related to the organization. The non-standard remarks tabs include **Non-Standard Equipment Remarks** and **Non-Standard Personnel Remarks**. Each tab is described in the following subparagraphs.

- **Non-Standard Equipment Remarks Tab**

The **Non-Standard Equipment Remarks** tab (Figure 7-114) is an **insert** links tab that allows the user to enter a non-standard equipment remark for the TOE/ Organization identified in the header. Non-standard remarks are developed when standard remark codes are inadequate. Although standard and non-standard remarks are both authorized for use, emphasis will be placed upon maximum use of standard remarks. Refer to section 9.4.1.4 for details on using **insert** links tabs.

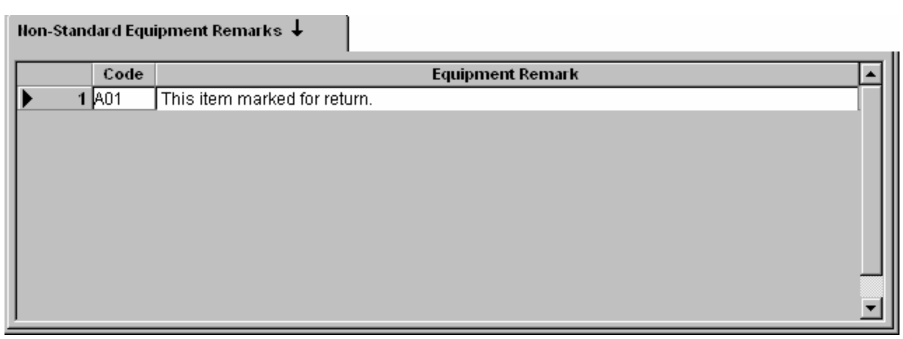


Figure 7-114: Non-Standard Equipment Remarks Tab

The following columns appear on this tab:

Field	Description
Code	Used to enter a non-standard equipment code (any three-digit number not from 100 through 999 or any three letter combination from AAA-ZZZ. ***Note:*** three character non-standard number/letter combinations can be used (e.g., A01, B22). Refer to AR 71-31 for details on standard and non-standard remarks.
Equipment Remark	Used to enter the equipment remark description.

This tab is also a **drill-down** tab. After entering the nonstandard remark, the **Related Data** menu option or the **Related Data** toolbar button can be used to edit/review the remark information and to view equipment/element links for the record. The following two tabs will display.

- **Non-Standard Equipment Remarks Data Tab**

This tab is a **block** data tab used to review and edit information entered at the **Non-Standard Remarks: Equipment Remarks** tab. Refer to section 9.4.1.2 for details on using **block** data tabs.

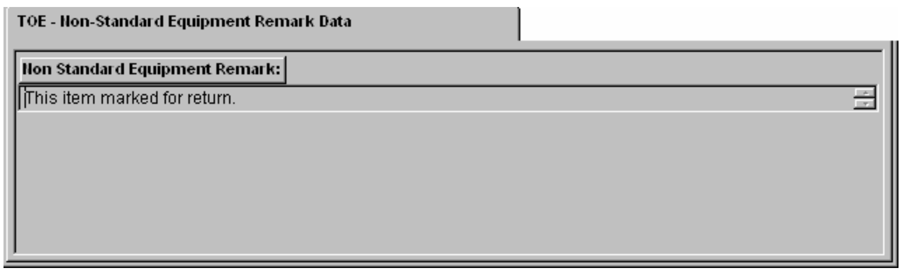


Figure 7-115: Non-Standard Equipment Remarks Data Tab

- **Element/Equipment Links Tab**

The **Element/Equipment Links** tab (Figure 7-116) is used to view the Element/Equipment Position links made at the **LIN (Equipment)/Element Links** tab folder - **Non-Standard Remarks** tab. The information displayed here is for viewing purposes only.

Figure 7-116: Non-Standard Element/Equipment Links Tab

- **Non-Standard Personnel Remarks Tab**

The **Non-Standard Personnel Remarks** tab (Figure 7-117) is an **insert** links tab that allows the user to enter a non-standard personnel remark for the TOE/ Organization identified in the header. Non-standard remarks are developed when standard remark codes are inadequate. Although standard and non-standard remarks are both authorized for use, emphasis will be placed upon maximum use of standard remarks. Refer to section 9.4.1.4 for details on using **insert** links tabs.

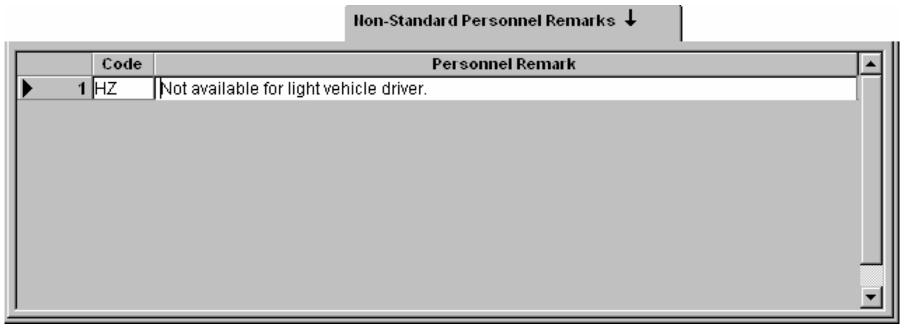


Figure 7-117: Non-Standard Personnel Remarks Tab

The following columns appear on this tab:

Field	Description
Code	Used to enter a non-standard personnel code. The code consists of two positions with alpha characters H through S in the first position and alpha characters A through Z (except I and O) in the second position. ***Note:*** Refer to AR 71-31 for details on standard and non-standard remarks.
Personnel Remarks	Used to enter the personnel remark description.

This tab is a **drill-down** tab. After entering the nonstandard remark, the **Related Data** menu option or the **Related Data** toolbar button can be used to edit/review the remark information and to view Element/Duty Position links for the record. The following two tabs will display:

- **Non-Standard Personnel Remark Data Tab**

The **Non-Standard Personnel Remark Data** tab (Figure 7-118) is a **block** data tab used to review and edit information entered at the **Non-Standard Remarks: Personnel Remarks** tab. Refer to section 9.4.1.2 for details on **block** data tabs.

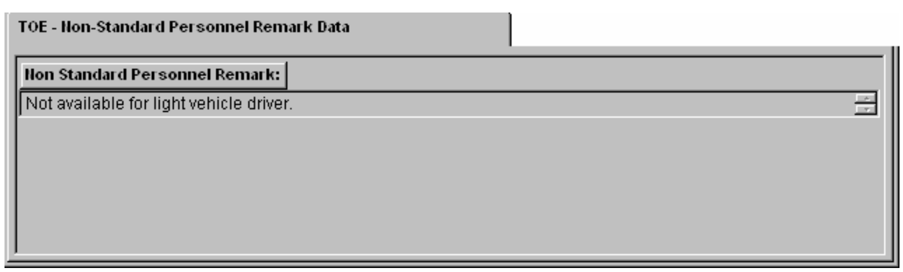


Figure 7-118: Non-Standard Personnel Remarks Data Tab

- **Element/Duty Position Links Tab**

The **Element/Duty Position Links** tab (Figure 7-119) is used to view the Element/Duty Position links made at the **Element/Duty Position** tab folder – **Non-Standard Remarks** tab. The information displayed here is for viewing purposes only.

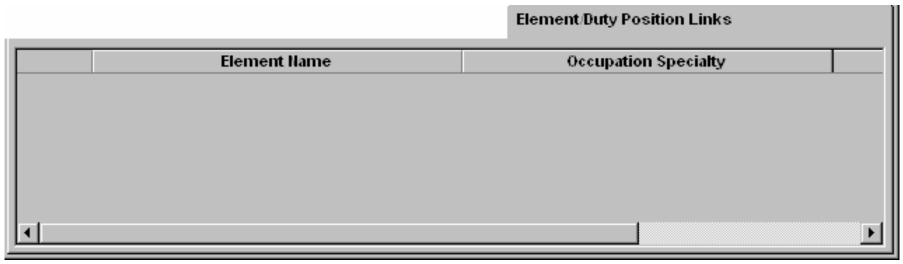


Figure 7-119: Element/Duty Positions Links Tab

Resources Tab

The arrow next to this tab is an indicator that there are additional resource tabs that can be related to the organization. The resource tabs include: **Duty Position Links**, **LIN Links**, and **LIN DODIC Links**. Each tab is described in the following subparagraphs.

- **Duty Position Links Tab**

The **Organization – Resources/Duty Position Links** tab (Figure 7-120) is used to determine support calculations for resources. This tab presents a summary of Duty Positions linked at the element level of the organization (TOE).

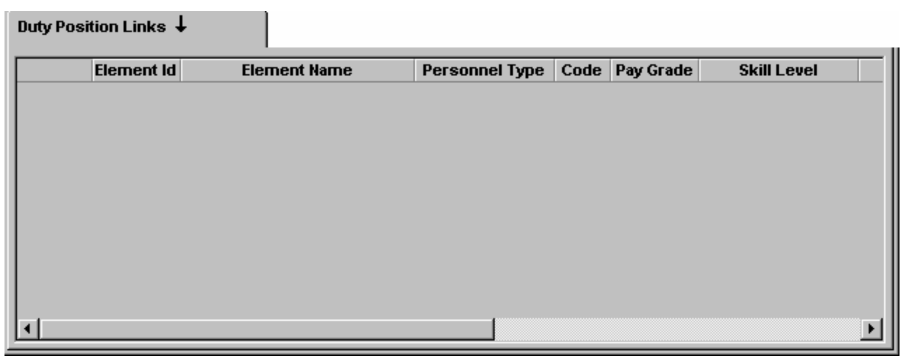


Figure 7-120: Duty Position Links Tab

The following columns appear on this tab:

Field	Description
Element Id	Displays the linked element ID.
Element Name	Displays the Element Name.
Personnel Type	Identification as *Enlisted*, *Warrant*, and *Officer*.
Code	Occupational Specialty Code.
Pay Grade	Displays the coded level of pay equal to the rank on Army personnel.
Skill Level	Enlisted levels 1-5, Warrant ranks 1-5, and Officer ranks 1-8.
Duty Position	The title of the Duty Position.
ID	The Duty Position Identifier.
Occupational Specialty	The title of the occupational specialty.

The down-arrow on the **Duty Position Links** tab folder is an indicator that additional data can be related to the Duty Position. Click on the **Related Data** toolbar button or choose the **Data** menu option and select **Related Data**. This will reveal five tabs: **ASI Links**, **Standard Remarks**, **Non-Standard Remarks**, **Strengths**, and **Action Links**. These tabs were previously described under the **Duty Position Links** tab under the Organization Paragraphs Support Table in section 7.2.12.

- **LIN Links Tab**

The **Organization – Resources/LIN Links** tab (Figure 7-121) is a **drill-down** tab from the **Resources** tab used to determine support calculations for resources. This tab presents a summary of LINs linked at the element level of the organization (TOE).

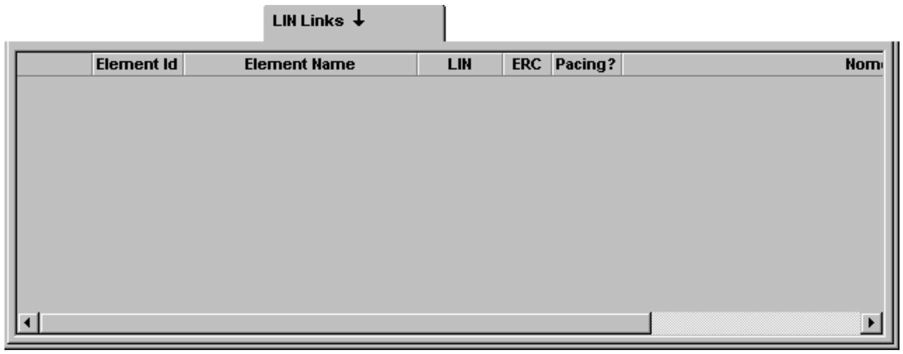


Figure 7-121: LIN Links Tab

The following columns appear on this tab:

Field	Description
Element Id	Displays the linked element ID.
Element Name	Displays the Element Name.
LIN	Displays the Line Item Number for a piece of equipment.
ERC	Displays the Equipment Readiness Level Code: *A* (Primary Weapon and Equipment), *B* (Auxiliary Equipment), *C* (Administrative Support Equipment), *P* (Pacing Items).
Pacing?	This question asks if this is a critical component.
LIN Nomenclature	Displays the LIN name.

The down-arrow on the **LIN Links** tab is an indicator that additional data can be related to the LIN. Click on the **Related Data** toolbar button or choose the **Data** menu option and select **Related Data**. This will reveal four tabs: **Remarks**, **Strengths**, **Action Links**, and **LIN DODIC Links**. These tabs were previously described under the **Element Links** tab for the **Line Item Number** Equipment Support Table in section 7.2.10.

- **LIN DODIC Links Tab**

The **Organization – Resources/LIN DODIC Links** tab (Figure 7-122) is a **drill-down** tab from the **Resources** tab used to determine support calculations for resources. This tab presents a summary of LIN-DODICs linked at the element level of the organization (TOE).

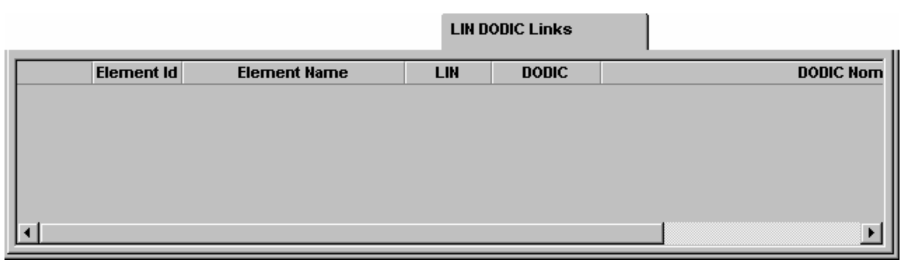


Figure 7-122: LIN DODIC Links Tab

The following columns appear on this tab:

Field	Description
Element Id	Displays the linked element ID.
Element Name	Displays the Element Name.
LIN	Displays the Line Item Number for a piece of equipment.
DODIC	Displays the Department of Defense Identification Codes for the element.
DODIC Nomenclature	Displays the Department of Defense Identification Name for the element.

7.2.14 Personnel

This grid shows Personnel information and has field identification items for each individual identified in the system. You can scroll horizontally to the right to view additional data.

The Personnel support table is used to populate:

- The **picklist** for the **Primary Author** field on the **Program Directive** tab and the **Product Data** tab in the **Doctrine** Module.
- The **picklist** for the **Point of Contact** field on the **Task Data** tab in the **Collective** Module and the **Individual** Module.
- The **picklist** for the **Users** tab in the **Systems Administration** Module.

> ***Note:*** *The **Active** and **Local User** fields, which are used to grant access rights to ASAT, are accessible only through the **System Administration** Module.*

7.2.14.1 Create/Edit Personnel

On the Power Panel, double-click on the **Personnel** option or highlight it and click the **Open** button. The *Personnel Maintenance* grid appears (Figure 7-123) as a **grid-detail** view of the **Personnel** information. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window. Any previously developed **Personnel** will appear in the list.

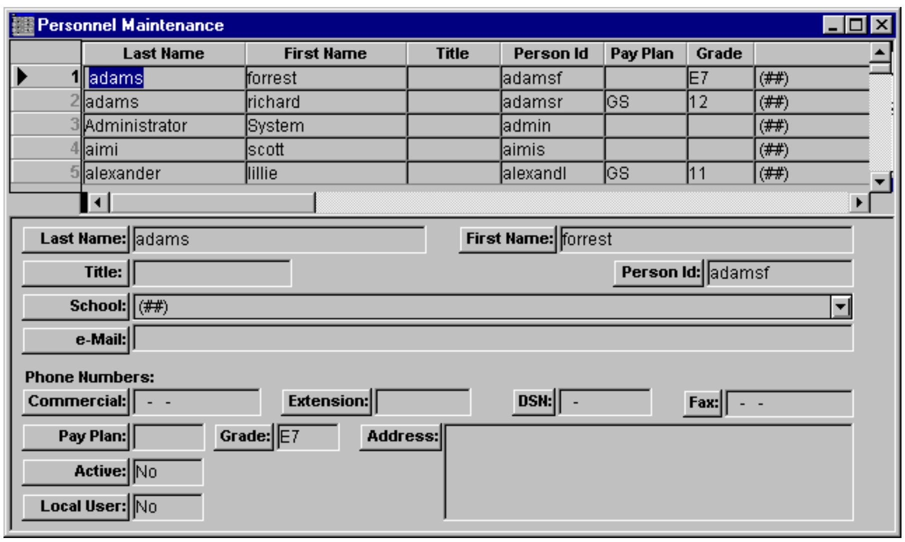


Figure 7-123: Personnel Maintenance Screen

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details focused on the grid above.

The following fields appear on this tab:

Field	Description
Last Name	Enter the last name of the person.
First Name	Enter the first name of the person.
Title	Enter the title of the person.
Person Id	Enter a Personnel Identification for the user. The maximum entry length for this field is eight characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format. Double-click in the field to access a window containing details on the record entry.
Pay Plan	Enter the abbreviation of the pay grade (optional.)
Pay Grade	Enter the pay grade according to pay plan (optional.)
School	Enter the name of the school/agency associated with the person.
Com. Phone	Enter the commercial phone number.
Phone Extension	Enter the commercial phone number extension, if applicable.

Field	Description
DSN Phone	Enter the DSN phone number.
Extension	Enter the phone extension, if applicable.
FAX Phone	Enter the fax number.
Email Address	Enter the E-mail address.
Address	Enter the local address.
Active	Displays the status of the person (active or inactive), which identifies the person's system access privilege.
Local User	Displays *Yes* if the user has a valid user account, displays *No* if the user does not have a valid user account.

The **Personnel Id**, **Active**, and **Local User** fields cannot be edited from this window. These fields are modified through the **System Admin** function in ASAT.

- To edit the items in the **detail** window, click **Data** on the menu bar and then click **Edit Record** or click on the **Edit** toolbar button. The items with a white background may be edited by clicking on them.

- The following explanation will give an example of adding new **Personnel**. On the *Personnel Maintenance* grid, click the **Insert Record** toolbar button to open up a blank record line in the list.

- Click each column to enter the data in the grid. When inserting a new record, the following fields must be completed before the personnel record can be saved: **Last Name**, **First Name**, and **Person Id**.

- Click the **Update Data** toolbar button to save the new Personnel record.

7.2.14.2 Editing Personnel Data

To edit additional personnel data at the tab folder, click the **Data** menu and then select **Related Data** or click the **Related Data** toolbar button to reach the **Personnel** tab folder (Figure 7-124):

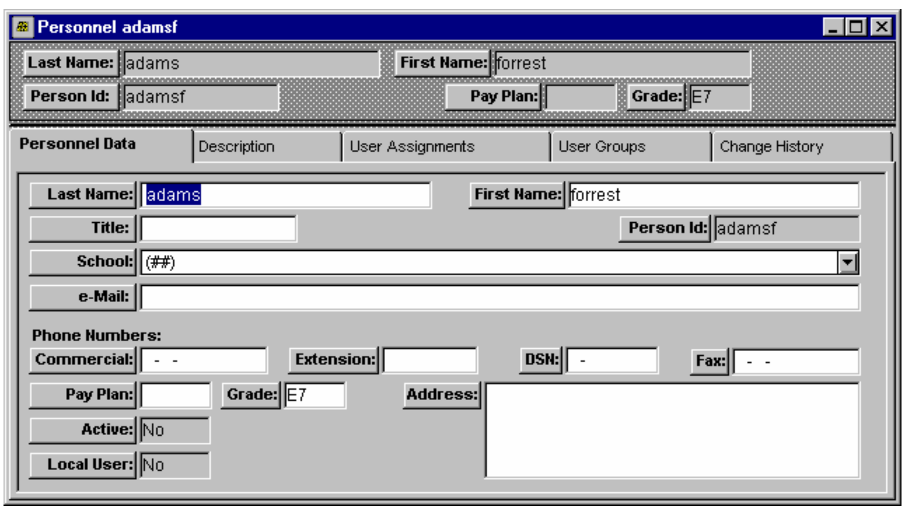


Figure 7-124: Personnel Tab Folder

This tab folder shows personnel information and has the field identification items for each individual identified in the system. Entry in these fields is optional when editing. Refer to section 7.2.14.1 for field definitions.

7.2.15 Personnel Remarks

Personnel Remarks indicate the assignment of additional duties to a certain duty position. Personnel Remarks can also indicate any additional schooling that would be required. **Personnel Remarks** are accessed from the Power Panel **Support** tab by clicking on the **Personnel Remarks** option or by highlighting the title and clicking on the **Open** button.

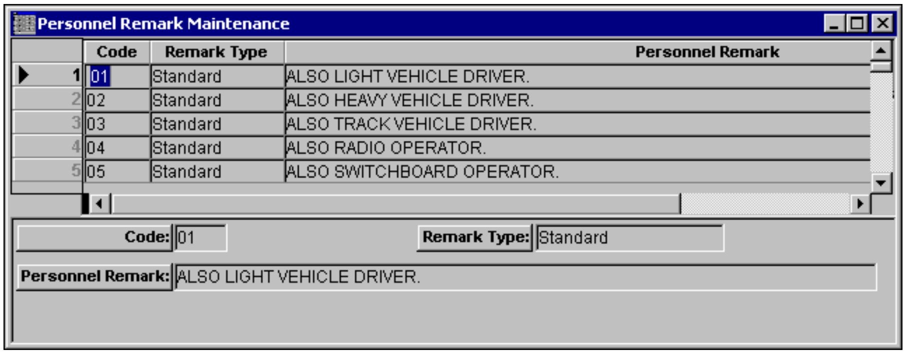


Figure 7-125: Personnel Remark Maintenance Grid

The *Personnel Remark Maintenance* grid is a grid type read-only window, which shows the following fields:

Field	Description
Code	Applies to certain standardized remarks in accordance with AR 310-31 Appendix D.
Remark Type	The type of remark, **Standard** or **Nonstandard**. ***Note:*** For additional details on Standard and Nonstandard remarks, refer to the Organizations Paragraph section of this guide (section 7.2.12.1) under the **Duty Positions** tab.
Personnel Remark	The description of the remark.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

To reach the **Personnel Remarks** tab folder (Figure 7-126) click the **Data** menu and then select **Related Data** or click the **Related Data** toolbar button.

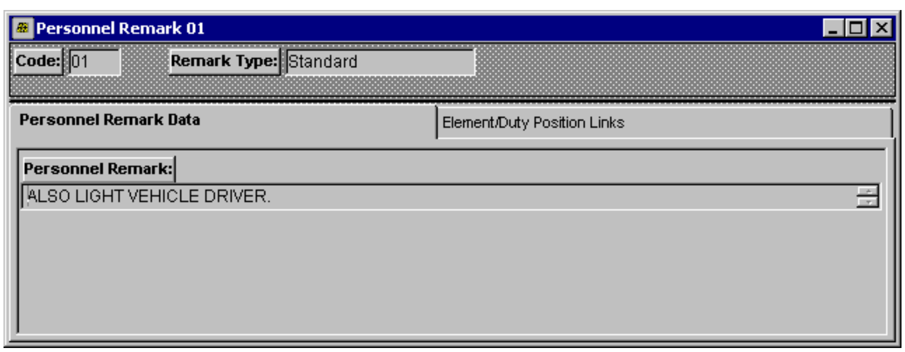


Figure 7-126: Personnel Remark Tab Folder

The tab folder provides the user access to all the data associated with a record. The two tab folder selections are described in the following sub-sections. Refer to section 9.4, for guidance and procedures for using the various types of tabs in ASAT.

Personnel Remark Data Tab

The **Personnel Remark Data** tab (Figure 7-126) is a view-only tab that shows the **Personnel Remarks** on the Personnel.

Element/Duty Position Links Tab

The **Element/Duty Position Links** tab (Figure 7-127) is a **view-only** tab that shows the connections between the Duty Positions for Cross Training and Training up, and Elements to that Skill Level/Duty Position. Information on this tab cannot be modified.

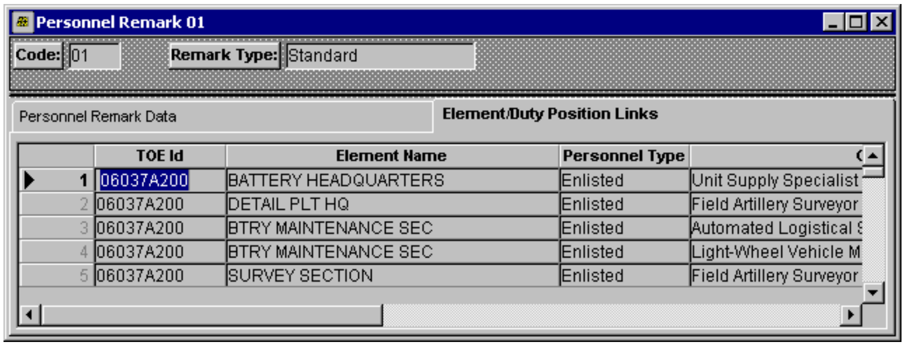


Figure 7-127: Element/Duty Position Links Tab

The following columns appear on this tab:

Field	Description
TOE Id	Contains the identification number of the parent TOE.
Element Name	Contains the title of the element.
Personnel Type	Identification as *Enlisted*, *Warrant*, and *Officer*.
Occupational Specialty	The title of the occupational specialty.
Skill Level	Enlisted levels 1-5, Warrant ranks 1-5, and Officer ranks 1-8.
Pay Grade	Displays the coded level of pay equal to the rank on Army personnel.
Duty Position	The title of the Duty Position.

7.2.16 Products

The *Product Maintenance* grid is the result of selecting the **Products** menu option from the **Support** Module under the **General** section on the Power Panel. This table is pre-loaded with a listing of publications included in the proponent ASAT database and the products listed as references in those publications. After product records are created, they are available for linking under the applicable product tab folder (e.g., STP, TSP, TADSS, MTP, Drill book, etc.)

In ASAT, a different set of tabs appears for specific product types. Each of the following product types produces a unique set of product tabs: **Mission Training Plans (MTP)**, **Drill Books**, **Soldiers Training Publications (STP)**, and **TADSS**. All other products have a general set of tabs. Refer to section 5.2 for MTPs, section 5.10 for Drill Books, section 6.2.2 for STPs, and section 7.2.20 for TADSS. The explanation of the **General** tab folder for all other products follows:

7.2.16.1 Create/Edit Products

On the Power Panel, **Support** Module, double-click on the **Products** option or highlight it and click the **Open** button. Since the Products Table in ASAT is large, a *Specify Filter Criteria for Products* window (Figure 7-128) will display automatically when this support table is selected. See section 9.2, Filters, for more information about setting up, saving, and loading filters. The most commonly used filter for products is Product Types.

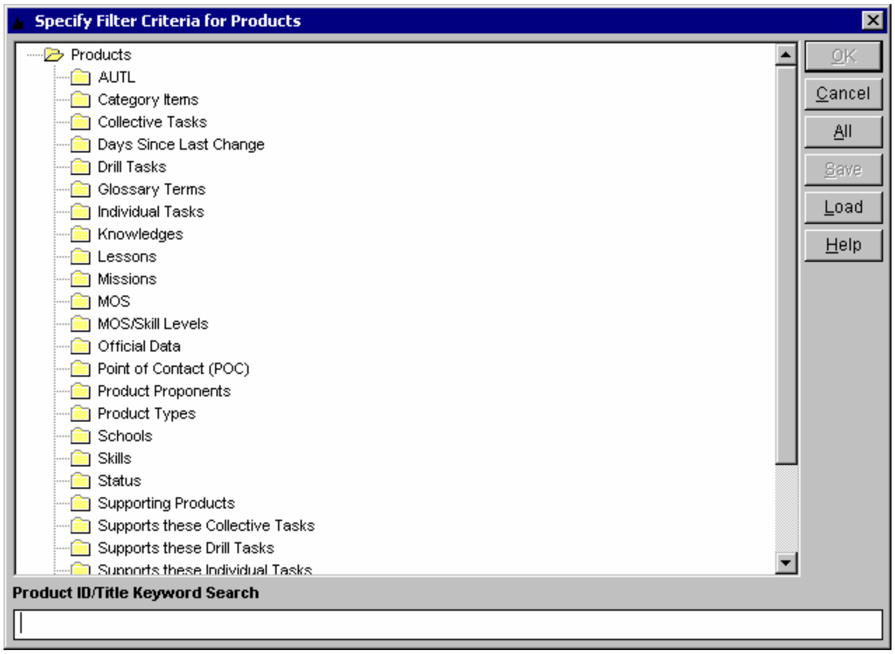


Figure 7-128: Specify Filter Criteria for Products Screen

> ***Note:*** *If the* ***Load*** *button is used to load a saved filter, the* ***OK*** *button must be clicked when you are returned to the filter screen to activate the filter. This table is pre-loaded with a listing of publications included in the proponent ASAT database and the products listed as references in those publications.*

After selecting filter criteria, click on the **OK** button to display a *Product Maintenance* grid (Figure 7-129).

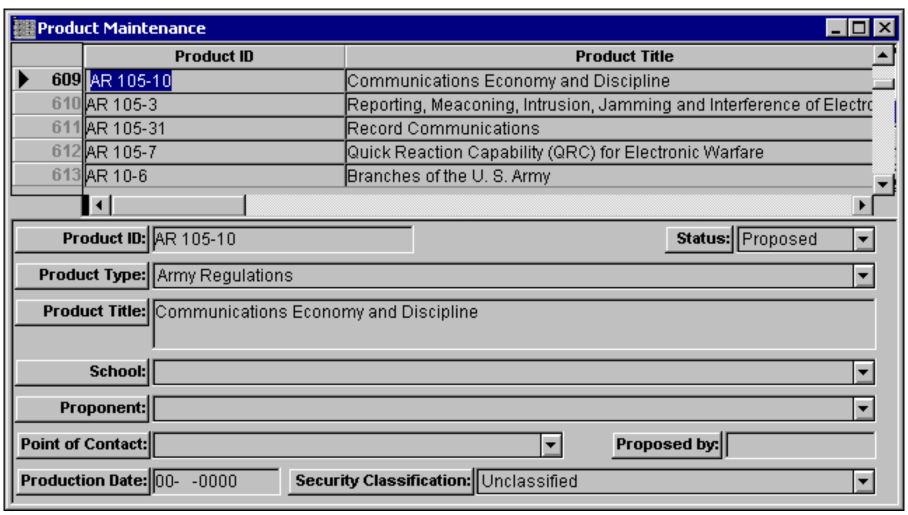


Figure 7-129: Product Maintenance Screen

The *Product Maintenance* grid is a **grid-detail** view of the **Products** information. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window. Any previously developed **Products** will appear in the list.

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above. It is important to note that all columns do not display for all products.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

The following fields appear on this tab:

Field	Description
Product ID	Enter the product number for the product. The maximum entry length for this field is 25 characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Status	Select the status of the product: *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Product Type	Select the type of product. This field is especially important for Field Manuals, STPs, and ARTEPs as it is used to automatically filter some product lists in ASAT.
Product Title	Enter the title as it appears on the product.
School	Select the school or agency responsible for the product.
Proponent	Select the series number, as found in AR 25-30, which represents the functional proponent for the product.
Point of Contact	Select the personnel designated as a contact for the product. Double-click in the field to access a window containing details on the person.
Proposed By	Enter the name of the personnel/organization responsible for proposing the product.
PIN	Enter the Product Identification Number (PIN) assigned by the Department of Army for a product, if applicable.
Security Classification	Select the security classification of the product.
Media	Select the media type used for the product (e.g., printed text.)
Pages	Enter the actual number of pages in the product.
DRAG	Select whether a DOCLIT, AIRLIT, or TC product requires review and approval by the CG, TRADOC Doctrinal Review and Approval Group (DRAG).
Product Service Category	Select the product service category (e.g., Army.)
Print Approval Authority	Enter the agency with content approval authority for the product.
Production Date	Enter the production date as it appears on the fielded product. Double-click in the field to select the date from a pop-up calendar.
Change Number	Enter the number of the latest change to the product.
Change Date	Enter the date of the latest change to the product.

Special Note: *A feature is now available from the product option that allows linking to a web site. For each web site you want to link to, you will need to create a product record which contains an* ***ID***, ***Type*** *(Other is recommended) and a* ***Name****. Then, in the* ***Remarks*** *field, the very first line will need to contain the web address to which you want to link (starting with either "http:" or "www." - without the quotes.) After the first line, you continue the name as desired, but the whole first line will be used as the hyperlink address.*

Then, when linking Supporting References, link that product and when you run the lesson report, the **Additional Information** column will be augmented with the hyperlink address associated with that product.

- To edit the items in the **detail** window, click **Data** on the menu bar and then click **Edit Record** or click on the **Edit Record** toolbar button . The items with a white background may be edited by clicking on them.

- The following explanation will give an example of adding a new **Product**. On the *Products Maintenance* grid, click the **Insert Record** toolbar button to open up a blank-record line in the list.

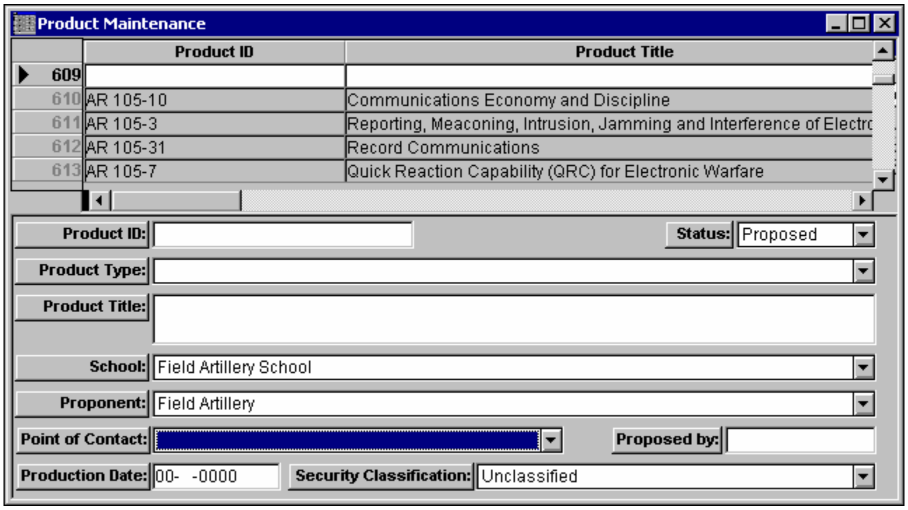


Figure 7-130: Edit Product Maintenance Screen

In the **Products ID** column enter an identifier for the Product. In the **Product Title** column enter a name that is long enough to define the Product. Other data may be entered in the **detail** window. Click the **Update Data** toolbar button to save the new Product record.

7.2.16.2 Relating Data to Products Using the Tab Folder

Another purpose of the *Product Maintenance* grid is to double-click on the selected Product in order to reach the **Products** tab folder to allow the linking of related data. To access the **Products** tab folder, click the selected Product and click on the **Related Data** toolbar button, or select the **Data** menu option, and choose **Related Data**. This will reveal the **Product** tab folder for the product previously selected at the *Product Maintenance* screen.

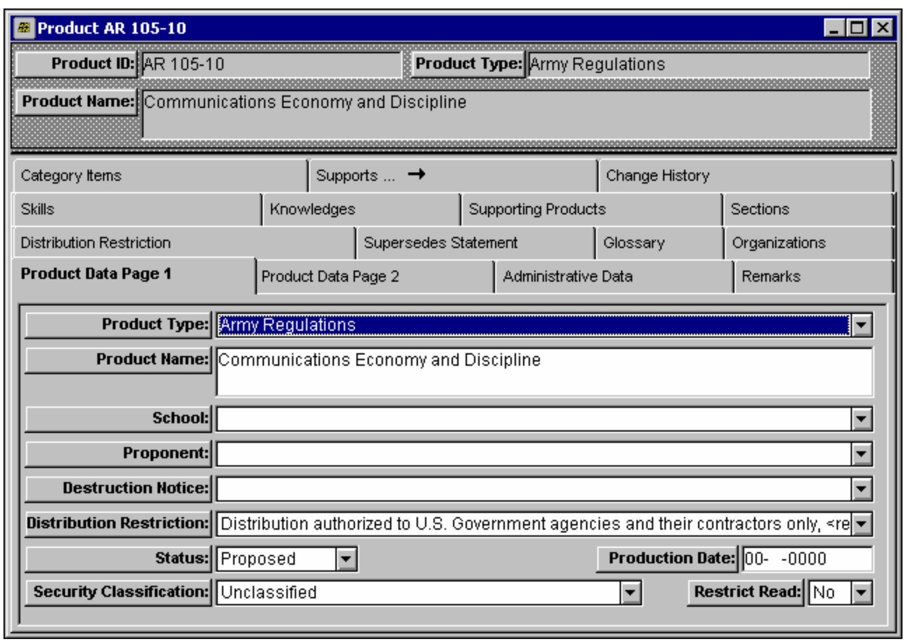


Figure 7-131: Product Tab Folder

Notice the Header is focused on the selected Product allowing one or many linkages on each tab folder. These tabs are **detail**, **block-text**, and **picklist** tabs. Refer to section 9.4.1.1 for instructions on using **detail** tabs. Refer to section 9.4.1.2 for instructions on using **block-text** tabs. Refer to section 9.4.1.3 for instructions on using **picklist** tabs. The 15 tab selections are described in the following subparagraphs.

Product Data Page 1 Tab

The **Product Data** tab (Figure 7-131) is a **detail** data tab, which contains the fields listed from the Product Table. Refer to the column descriptions below the *Products Maintenance* grid in section 7.2.16.1 for field descriptions. One additional field displayed on this screen is the **Restrict Read** selection box. It is used to select user access to the record. If the **Restrict Read** is set to *Yes,* the record will appear in the grid view, but will not allow users other than the point of contact, SME/ analyst, or system administrator to open or edit the tab folder information. If the **Restrict Read** is set to *No,* users will have viewing and modification privileges as defined by the current ASAT user definition.

> ***Note:*** *Products may be linked to other products, to tasks, or to glossary terms from this screen. The products may also be linked to tasks in the tab folder for the task or to glossary terms and acronyms using the* ***Product*** *tab in the Glossary support table.*

Product Data Page 2 Tab

This **Product Data Page 2** tab (Figure 7-132) is a **detail** data tab that contains additional fields listed below.

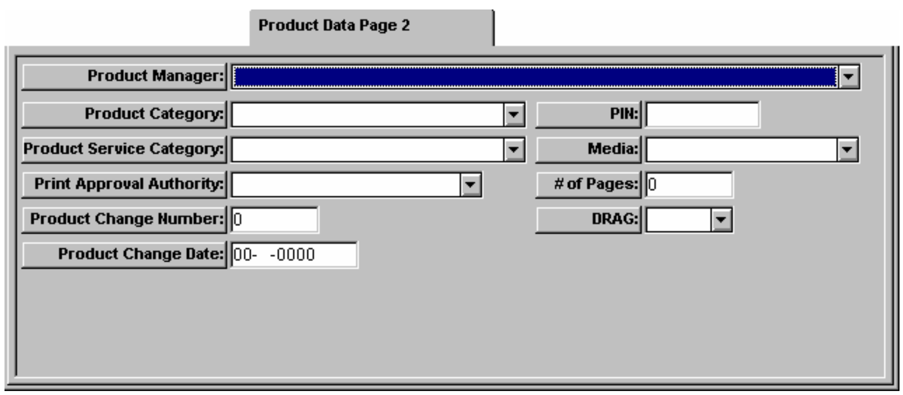


Figure 7-132: Product Data Page 2

> ***NOTE:*** *Many of these fields are used primarily for Doctrinal Literature, Soldier Training Publications, ARTEPs, and Training Circulars. They can be used for other products as needed.*

The following fields appear on this tab:

Field	Description
Product Manager:	Displays the product/process manager type for a product. This field must be entered for a product before the product will appear on a product report generated in the **Resource Management** Module.
Product Category:	Displays the specific type of workload category for a product within a product manager type.
PIN:	Displays the production identification number (PIN) assigned by the Department of Army for a product if applicable.
Product Service Category:	Displays the service category of a product (e.g., Army, Joint Military Service, etc.)
Media:	Displays the media type of a product.
Page No.:	Displays the actual number of pages in the product.
Print Approval Authority:	Displays the agency with content approval authority for the product.
DRAG:	Displays *Yes* or *No* to indicate whether a DOCLIT, AIRLIT, or TC product requires review and approval by the CG, TRADOC Doctrinal Review and Approval Group (DRAG).
Product Change No.:	Displays the number of the latest change to a product.
Product Change Date:	Displays the date of the latest change to a product.

Administrative Data Tab

The **Administrative Data** tab (Figure 7-133) is a **detail** data tab, used to edit the Point of Contact information.

Figure 7-133: Administrative Data Tab

To enter information into this tab, simply select the person in the **Name** drop-down list and the other data (address, e-mail, phone/fax) will be filled in automatically from the personnel table. Disregard the **Proposed By** field if it still appears.

Remarks Tab

The **Remark** tab (Figure 7-134) is a **block** data tab that allows the entry and editing of remarks or notes about the development of the current product.

Figure 7-134: Remarks Tab

Distribution Restriction Tab

The **Distribution Restriction** tab (Figure 7-135) is a **block** data tab automatically filled with the selection made from the drop-down list for the **Distribution Restriction** field on the **Product Data** tab for the product.

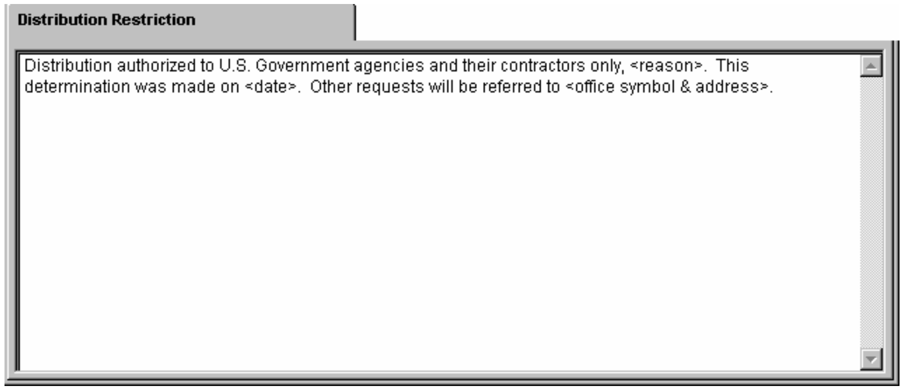


Figure 7-135: Distribution Restriction Tab

Use this tab to edit the statement to fit your particular needs if required. Highlight the text in parenthesis and replace it with the appropriate information.

> ***TIP:*** *If you change your selection for the* ***Distribution Restriction*** *on the* ***Product Data*** *tab, remember to return to this tab to edit the statement as required.*

Supersedes Statement Tab

The **Supersedes Statement** tab (Figure 7-136) is a **block** data tab is used to enter the supersession statement.

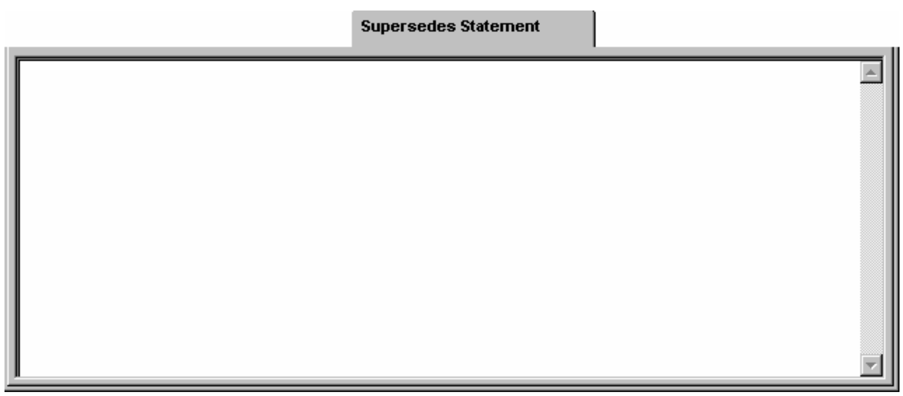


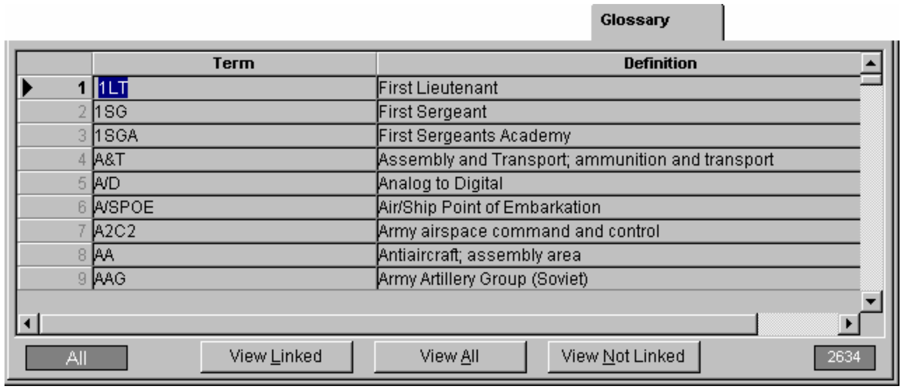
Figure 7-136: Supersedes Statement Tab

In accordance with TRADOC Regulation 25-30, the supersession statement is an official directive statement that signifies replacement of one product with a newer version of the same or, in critical instances another product. The statement should be written to reflect standard procedures. For example:

This publication supersedes STP XX-XXX-XX, 25 September 1992.

Glossary Tab

The **Glossary** tab (Figure 7-137) is a **picklist** tab that allows the user to link glossary terms, words, and acronyms with definitions, which will appear in the glossary of the ARTEP or STP.



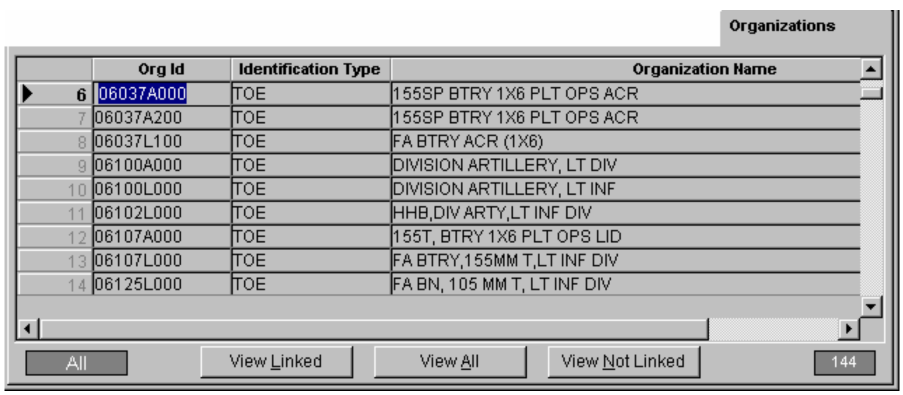
	Term	Definition
1	1LT	First Lieutenant
2	1SG	First Sergeant
3	1SGA	First Sergeants Academy
4	A&T	Assembly and Transport; ammunition and transport
5	A/D	Analog to Digital
6	A/SPOE	Air/Ship Point of Embarkation
7	A2C2	Army airspace command and control
8	AA	Antiaircraft; assembly area
9	AAG	Army Artillery Group (Soviet)

Figure 7-137: Glossary Tab

To link one or more Glossary terms, Click the **View All** button for the picklist of Glossary terms; then double-click the **Glossary** term row to link it to the ARTEP or STP. The **Term** and **Definition** fields are view-only. If the Glossary term is not available in the picklist, it MUST be added to the Glossary support table in the **General** section of the **Support** Module, to make the choice available.

Organizations Tab

The **Organizations** tab (Figure 7-138) is a **picklist** tab and allows the user to connect Supporting Organizations to the current Product shown in the header.



	Org Id	Identification Type	Organization Name
6	06037A000	TOE	155SP BTRY 1X6 PLT OPS ACR
7	06037A200	TOE	155SP BTRY 1X6 PLT OPS ACR
8	06037L100	TOE	FA BTRY ACR (1X6)
9	06100A000	TOE	DIVISION ARTILLERY, LT DIV
10	06100L000	TOE	DIVISION ARTILLERY, LT INF
11	06102L000	TOE	HHB,DIV ARTY,LT INF DIV
12	06107A000	TOE	155T, BTRY 1X6 PLT OPS LID
13	06107L000	TOE	FA BTRY,155MM T,LT INF DIV
14	06125L000	TOE	FA BN, 105 MM T, LT INF DIV

Figure 7-138: Organizations Tab

When the **View All** or **View Not Linked** buttons are used, a *Specify Filter Criteria for Organizations* screen will display to assist in defining the list of Organizations to select.

Skills Tab

The **Skills** tab (Figure 7-139) is a **view-only** tab that lists any skills for which this product is identified as a source. For information to show on this tab, a link must have been previously made on the **Source Products** tab for a skill in the Skills support table in the **Individual** section of the **Support** Module.

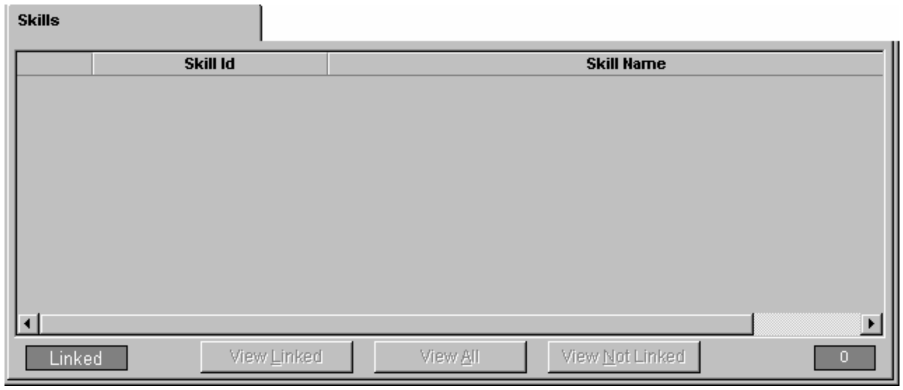


Figure 7-139: Skills Tab

Scroll to the right to display the **Primary** column. *Yes* indicates that the product is a primary source of the skill.

Knowledges Tab

The **Knowledges** tab (Figure 7-140) is a **view-only** tab that lists any knowledges for which this product is identified as a source. For information to display here, a link had to have been previously made on the **Source Products** tab for a knowledge in the Knowledges support table in the **Individual** section of the **Support** Module.

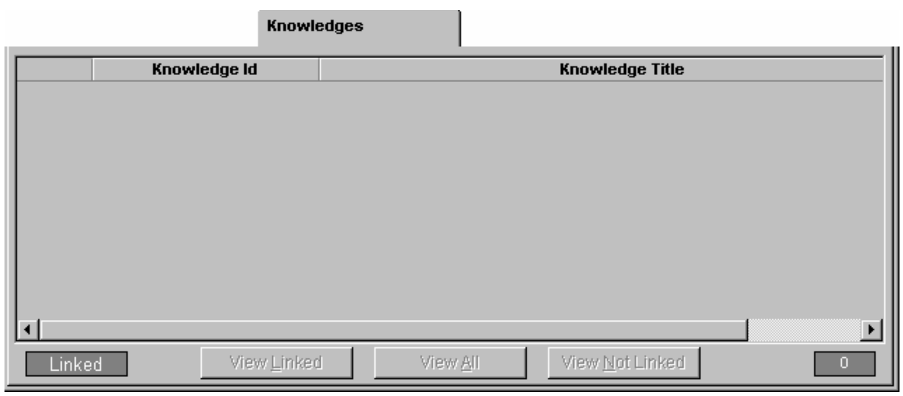


Figure 7-140: Knowledges Tab

Scroll to the right to display the **Primary** column. *Yes* indicates that the product is a primary source of the knowledge.

Supporting Products Tab

The **Supporting Products** tab (Figure 7-141) is a **picklist** tab that allows the user to connect supporting products to products such as an ARTEP or STP. Click the **Related Data** toolbar button to view details about the supporting product (reference.)

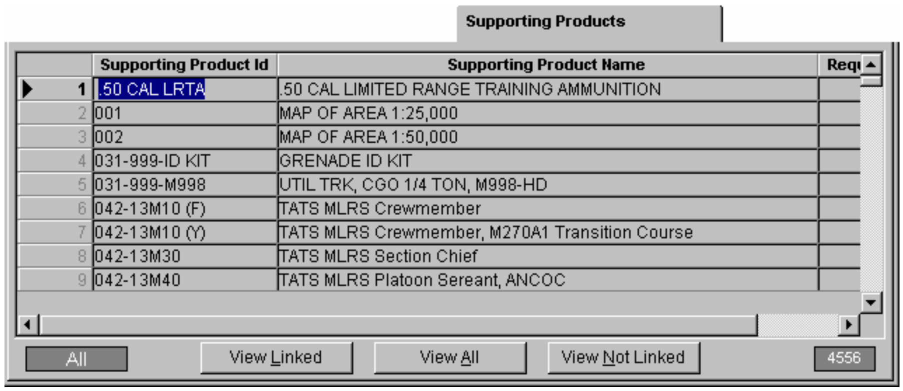


Figure 7-141: Supporting Products Tab

To link one or more Supporting Products, click the **View All** button for the picklist of Supporting Products, and then double-click the Supporting Products row to link it to the ARTEP/STP. If the Supporting Product is not available in the picklist, add it at the grid list at the **Products** option under the **General** section of the **Support** Module from the Power Panel to make the choice available here. The **Supporting Product Id**, **Supporting Product Name**, and **Required** columns are view-only fields. When links are made, the **Required** field will become editable and *Yes* or *No* can be selected from a drop-down list to indicate whether the product is a required or related supporting product. The linked supporting products will appear in the *References* section of the current product.

Sections Tab

The **Sections** tab (Figure 7-142) is an **insert** tab and RTF Edit window. The insert function allows the user to insert a new record row or delete an existing record row. Clicking the **Edit** button will open an RTF Edit window to edit and enter information. Major section names are pre-entered for Soldier Training Publications and Mission Training Plans.

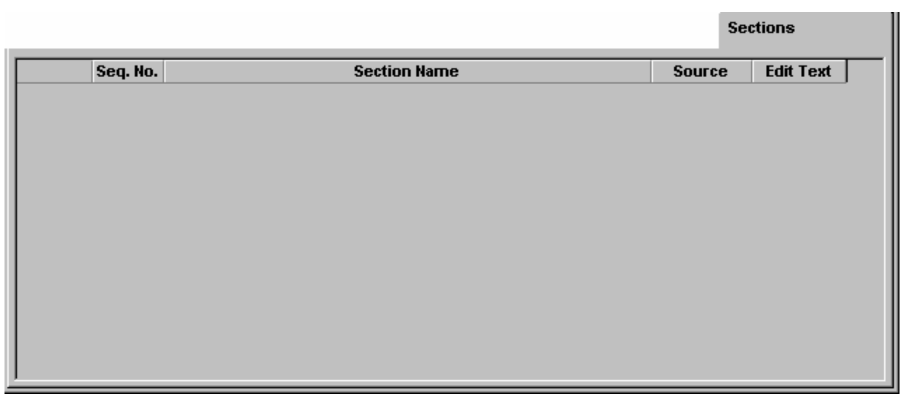


Figure 7-142: Sections Tab

The following columns appear on this tab:

Field	Description
Sequence No.	Enter a user-defined number that will determine the order in which sections will display or print. Recommend spacing sequence number entries by increments of 10 to allow insertion of additional sections between existing sections.
Section Name	Enter the section title in this field. Pre-entered section names may be modified but the section identifiers such as Chapter and Appendix must remain at the beginning of the section title. Whatever is entered here will display on the report.

Field	Description
Source	Select the source of the section. *Text* indicates that the section is a text file that can be created in ASAT at the RTF Edit window, copied into the RTF Edit window, or inserted as a file into the RTF Edit window. *Report* indicates that the section is generated from the ASAT database. *Both* indicates that the section is created from the ASAT database but allows entry and editing of additional text. Any additional text will display after the section name and before any text is automatically generated from the database.
Edit Text	*Edit* is entered automatically when either *Text* or *Both* is selected for the **Source** field. Once a record is entered and saved, the **Edit** entry in the record **Edit Text** field can be clicked to access a RTF Edit window into which text may be entered, copied, or an RTF or TXT file inserted. Once data is saved, the **Edit** button next to the record on the window appears in blue.

NOTES:
To insert a new record in the Sections Tab: Use the **Data\Insert Record** menu option or the **Insert Record** icon on the toolbar. If records are already listed, position the cursor where the insertion is desired or insert the record wherever the cursor is positioned and assign a sequence number, which will position the record in the desired location. ***TIP:*** *Should the sequence numbers appear out of order, double-click on the* ***Sequence Number*** *column heading to sort the records by sequence number.*

Rich Text Format (RTF) Edit Window: After a section record is entered and saved, click on the **Edit** button in the record **Edit Text** field to open the RTF Edit window. See RTF Edit Window for editing features.

Category Items Tab

The **Category Items** tab (Figure 7-143) is a **picklist** tab that allows the user to link one or many category items to the selected product in the header.

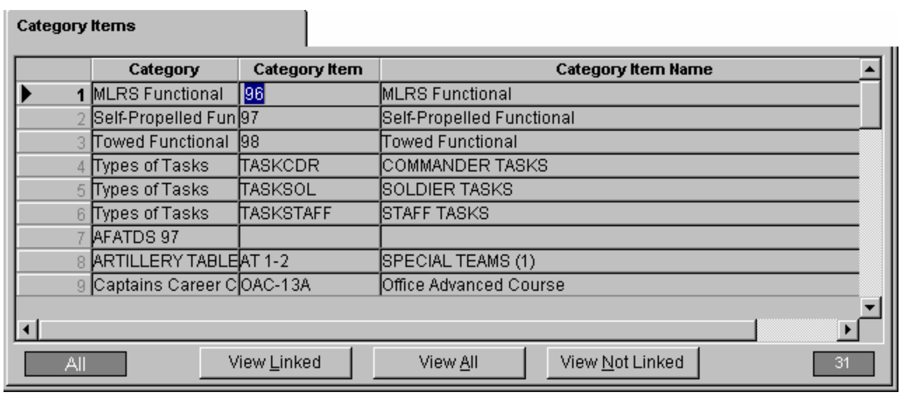


Figure 7-143: Category Items Tab

Click the **View All** or **View Not Linked** buttons to display a list of categories and category items. Double-click in the category column to link a category item to the product.

The following columns appear on this tab:

Field	Description
Category	Displays the category identifier.
Category Item	Displays the category item identifier.
Category Item Name	Displays the category item name.

Supports Tab

- **Collective Tasks Tab**

The **Collective Tasks** tab (Figure 7-144) is a **compound** tab from the **Supports** tab. It displays a picklist that allows the user to link one or many supporting collective tasks to the current Product in the header. Connections may also be made at the step level.

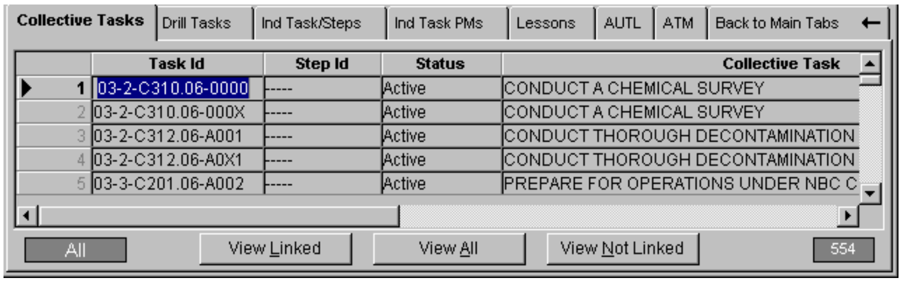


Figure 7-144: Supports Collective Tasks Tab

To link one or more Supporting Collective Tasks, click the **View All** button for the *Specify Filter Criteria for Collective Tasks*; then double-click the Supporting Collective Task row to link it to the Collective Task. If the Supporting Collective Task is not available in the picklist, add it at the grid list at the **Create/Edit Collective Tasks** option under the **Development** section of the **Collective** Module. This will make the choice available here.

> ***Note:*** *The **Step Id** column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

For linked records, the following field entries can be made:

Field	Description
Is Ref?	Used to indicate if the product is a reference for this particular task (*Yes* or *No*.)
Primary?	Used to indicate (*Yes*/*No*) if this is the first (main) reference for the collective task.
Required?	Used to indicate if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Product/Source	Used to indicate the product/source information (e.g., paragraph number, ISBN, civilian source, etc.)

Additional links to Collective Tasks can be made by clicking on the **Related Data** toolbar button .

- **Drill Tasks Tab**

The **Drill Tasks** tab (Figure 7-145) is a **compound** tab from the **Supports** tab. It displays a **picklist** that allows the user to link one or many supporting drill tasks to the selected Product in the header. Connections may also be made at the step level.

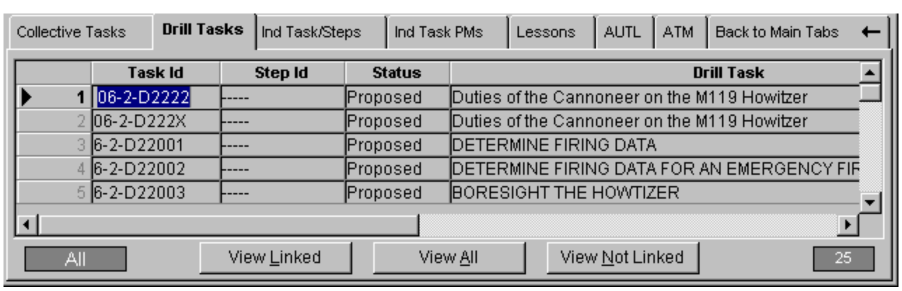


Figure 7-145: Supports Drill Tasks Tab

> ***Note:*** *The **Step Id** column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level only.*

For linked records, the following field entries can be made:

Field	Description
Primary?	Used to indicate (*Yes*/*No*) if this is the first (main) reference for the collective task.
Required?	Used to indicate if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Product/Source	Used to indicate the product/source information (e.g., paragraph number, ISBN, civilian source, etc.)

Additional links can be made by clicking the **Related Data** toolbar button.

- **Individual Tasks/Steps Tab**

The **Individual Tasks/Steps** tab (Figure 7-146) is a **compound** tab from the **Supports** tab. It displays a picklist that allows the user to link one or many individual tasks to the selected Product in the header. Connections may also be made at the Individual Task step level.

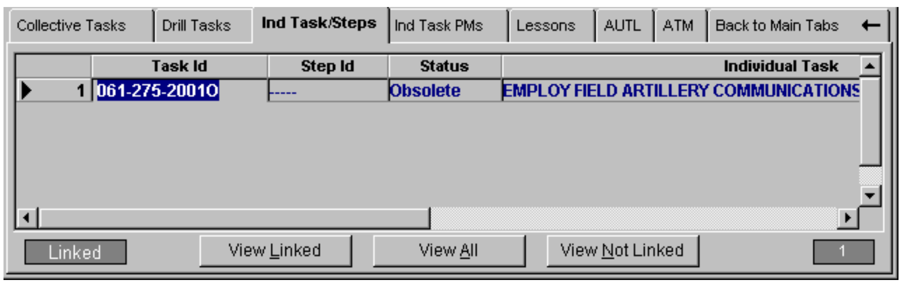


Figure 7-146: Supports Individual Tasks/Steps Tab

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Individual Tasks* screen will display to assist in defining the list of Individual tasks from which to select.

The following columns appear on this tab:

Field	Description
Task Id	Displays the task identification number.
Step Id	Displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level instead of the step level.
Status	Identifies the status of the current task as being *Proposed*, *Active*, *Inactive*, *Superseded*, *Draft*, or *Obsolete*.
Individual Task Name	Displays the title of the Individual task.
Required?	Used to indicate if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Product/Source	Used to indicate the product/source information (e.g., paragraph number, ISBN, civilian source, etc.)

- **Individual Task Performance Tab**

The **Individual Task Performance** tab (Figure 7-147) is a **compound** tab from the **Supports** tab. It displays the individual tasks linked to products at the performance measures level in ASAT. Click the **Related Data** toolbar button to access the **Individual Task** tab folder to view additional data.

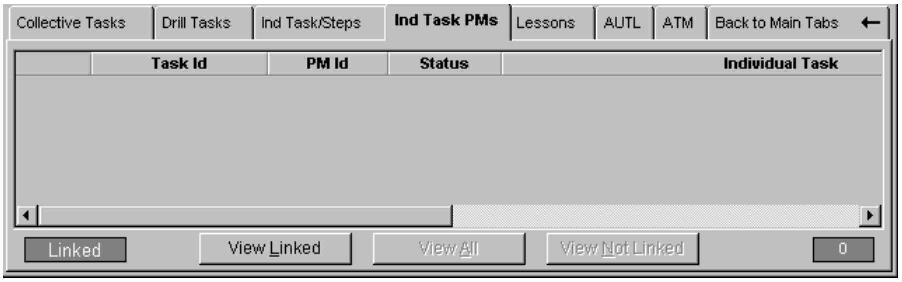


Figure 7-147: Individual Task Performance Tab

__Note:__ You cannot make task level links on this tab. To make links, go to the __Products Individual Task/Steps__ tab.

The following columns appear on this tab:

Field	Description
Task Id	Displays the task identification number.
PM Id	Displays the performance measure number that the record is linked to at the performance measure level.
Status	Identifies the status of the current task as being *Proposed*, *Active*, *Inactive*, *Superseded*, *Draft*, or *Obsolete*.
Individual Task Name	Displays the title of the Individual task.
Required?	Used to indicate if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Product/Source	Used to indicate the product/source information (e.g., paragraph number, ISBN, civilian source, etc.)

- **Lessons Tab**

The **Lessons** tab (Figure 7-148) is a **compound** tab from the **Supports** tab. It is a **view-only** window that allows the user to view a list of Lessons to which the current product is linked. Lessons displayed have been linked to the product using the **Create/Edit Lesson Plans** option on the Power Panel. No changes can be made.

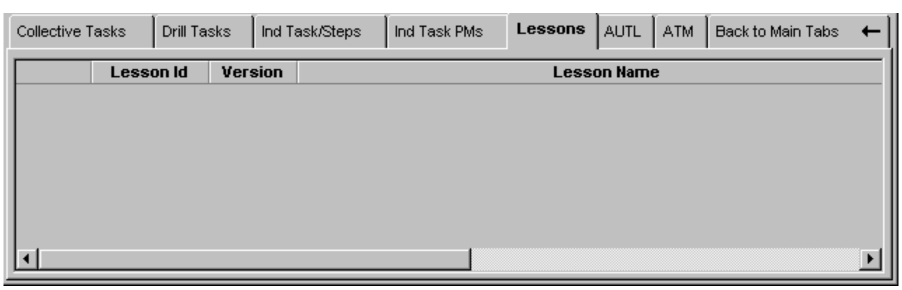


Figure 7-148: Supports Lesson Tab

If there is a lesson(s) linked, the user may choose to view additional information on this tab. To do this, select the **Data** menu and then select the **Related Data** option or click the **Related Data** toolbar icon. This allows viewing of information about the highlighted lesson without having to go back to the *Lesson* grid or the **Quick Access** option.

- **AUTL Tab**

The **AUTL** tab (Figure 7-149) is a **compound** tab from the **Supports** tab. The **AUTL** tab is a **view-only** window that lists any Army Universal Task List items for which this product is identified as a source. Information on this tab is for viewing purposes only.

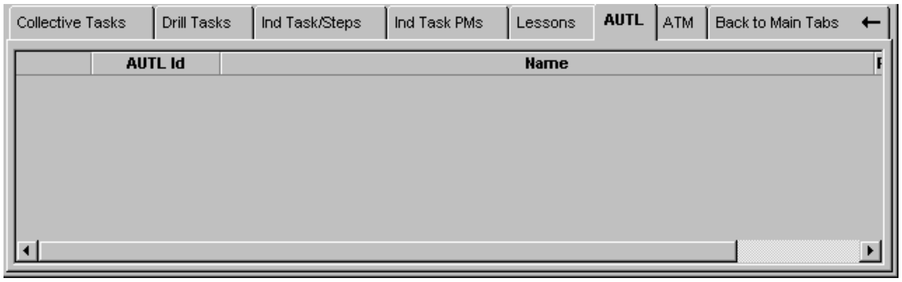


Figure 7-149: Supports AUTL Tab

- **ATM Tab**

The **ATM** tab (Figure 6-146) is a **compound** tab from the **Supports** tab. The **ATM** tab is a **view-only** window that lists any Army Tactical Mission items for which this product is identified as a source. Information on this tab is for viewing purposes only.

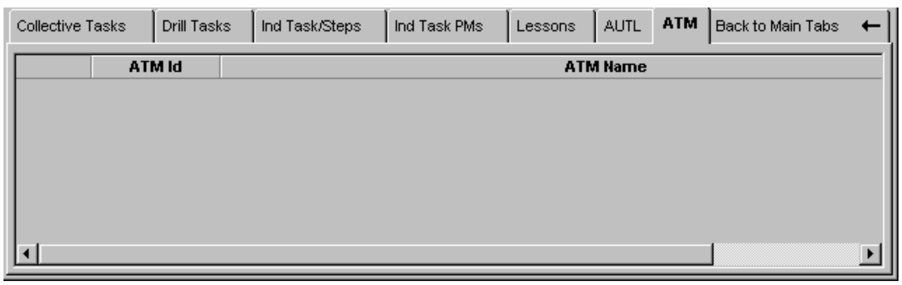


Figure 7-150: Supports ATM Tab

- **Back to Main Tabs**

This tab returns the user back to the **Product** tab folder.

7.2.17 Proponents

The *Proponent Maintenance* grid (Figure 7-151) is displayed by selecting the **Proponents** menu option from the **Support** tab on the Power Panel. This table presents a view-only grid of the Proponents (the functional army organization or staff assigned primary responsibility for the subject area) in ASAT.

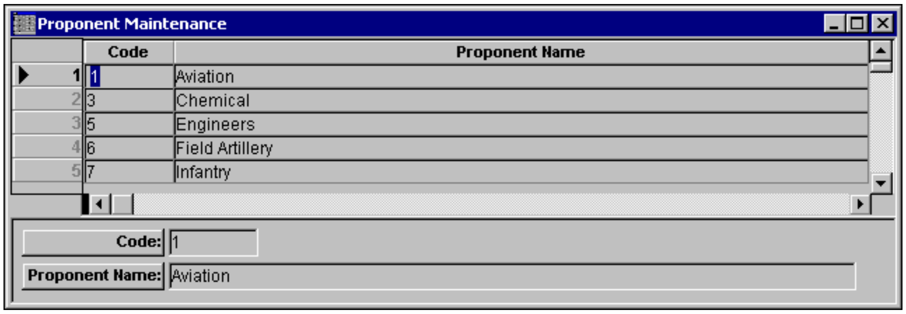


Figure 7-151: Proponent Maintenance Grid

The proponent information can be viewed in the following areas of ASAT:

- Proponent field on the *Collective Task Maintenance* grid and **Task Data** tab.
- Proponent field on the *MTP/Drill Book Maintenance* grid.
- Proponent field on the *Drill Task Maintenance* grid.
- Proponent field on the *OPFOR Maintenance* grid.
- Proponent field on the STP product **Product Data Page 1** tab.
- Proponent field on the *TOE*, *Organization*, *Mission*, *TADSS*, *ATM*, and *AUTL Support Maintenance* grids.

The fields displayed on this window are as follows:

Field	Description
Code	The code identifier of the proponent.
Proponent Name	The name of the proponent.

Additional information on a proponent can be viewed by clicking on a record selection on the grid and then by choosing the **Data/Related Data** menu option or by clicking on the **Related Data** toolbar button. This action accesses the tab folder related to the record.

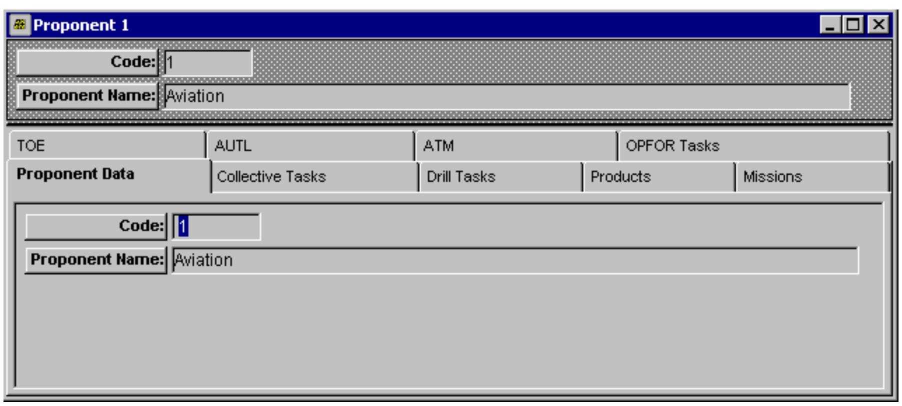


Figure 7-152: Proponent Tab Folder

Proponent Data Tab

The **Proponent Data** tab (Figure 7-152) is a **detail** data tab that displays the information from the record selected previously at the *Proponent Maintenance* grid.

Collective Tasks Tab

The **Collective Tasks** tab (Figure 7-153) displays the collective tasks linked to the proponent displayed in the header.

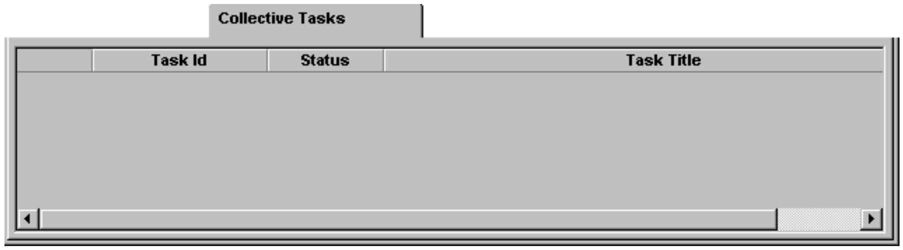


Figure 7-153: Collective Tasks Tab

Click on the **Related Data** toolbar button  to access the **Collective Tasks** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
Task Id	The task identification number.
Status	The status of the task (e.g., *Active*, *Proposed*, *Obsolete*.)
Task Title	The collective task name.

Drill Task Tab

The **Drill Tasks** tab (Figure 7-154) displays the drill tasks linked to the proponent displayed in the header.

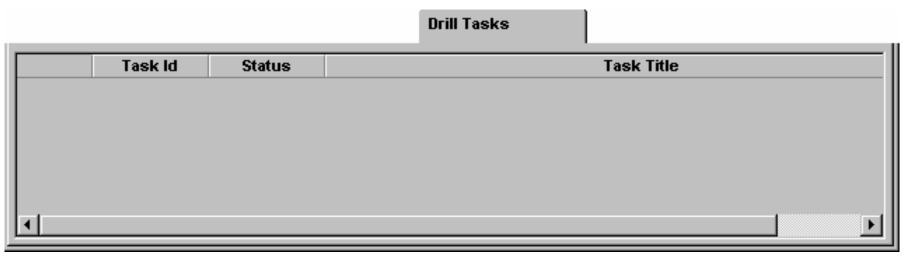


Figure 7-154: Drills Tasks Tab

Click on the **Related Data** toolbar button to access the **Drill Tasks** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
Task Id	The identifier number for the drill task.
Status	Identifies the drill task status: *Proposed*, *Active*, *Inactive*, *Obsolete*, *Draft*, or *Superseded*.
Task Title	The title as it appears on the drill task.

Products Tab

The **Products** tab (Figure 7-155) displays the products linked to the proponent displayed in the header.

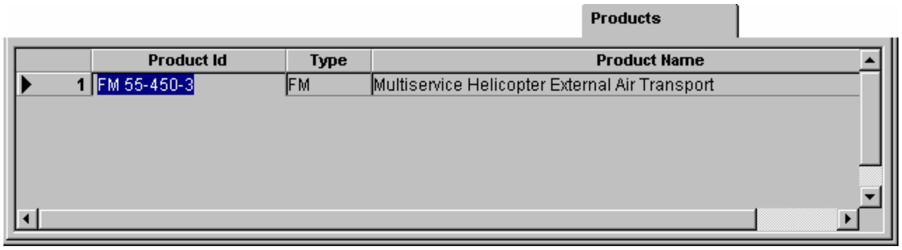


Figure 7-155: Products Tab

Click on the **Related Data** toolbar button  to access the **Product** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
Product Id	The identifier number for the product.
Type	Identifies the type of product.
Product Name	Displays the name as it appears on the product.

Missions Tab

The **Missions** tab (Figure 7-156) displays the missions linked to the proponent displayed in the header.

Figure 7-156: Missions Tab

Click on the **Related Data** toolbar button to access the **Missions** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
Mission ID	Displays the Mission identifier.
Mission Name	The descriptive title of the Mission.

TOE Tab

The **TOE** tab (Figure 7-157) displays the TOEs linked to the proponent displayed in the header.

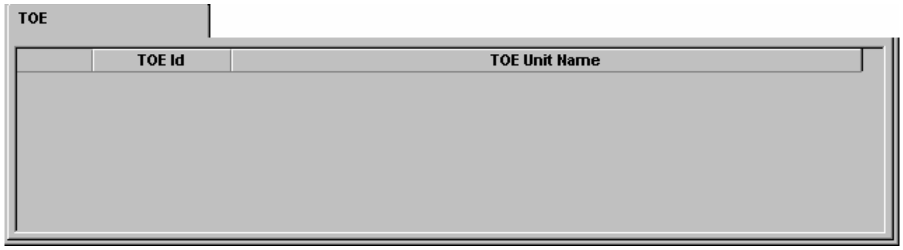


Figure 7-157: TOE Tab

Click on the **Related Data** toolbar button to access the **TOE** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
TOE Id	Displays the TOE identifier.
TOE Unit Name	The descriptive title of the TOE Unit.

AUTL Tab

The **AUTL** tab (Figure 7-158) displays the Army Universal Task List (AUTL) linked to the proponent displayed in the header panel. The AUTL represents a comprehensive hierarchical listing of strategic operational and tactical level war functions.

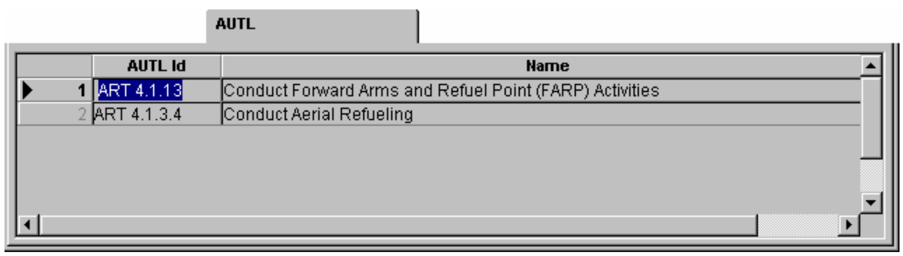


Figure 7-158: AUTL Tab

Click on the **Related Data** toolbar button to access the **AUTL** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
AUTL Id	Displays the AUTL identifier.
AUTL Name	The descriptive title of the AUTL.

ATM Tab

The **ATM** tab (Figure 7-159) displays the Army Tactical Missions (ATM) that are linked to the proponent listed in the header. The ATMs are a part of the Army Universal Task List (AUTL) that is to be reviewed for content by the training community. This information is for viewing purposes only.

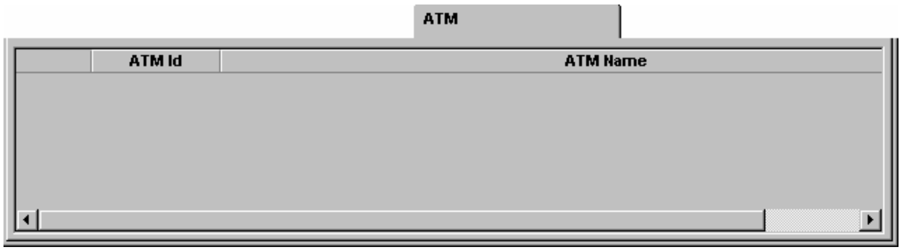


Figure 7-159: ATM Tab

Click on the **Related Data** toolbar button to access the **ATM** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
ATM ID	Displays the ATM identifier.
ATM Name	The descriptive title of the ATM.

OPFOR Tasks Tab

The **OPFOR Tasks** tab (Figure 7-160) displays the Opposing Forces (OPFOR) tasks that are linked to the proponent listed in the header.

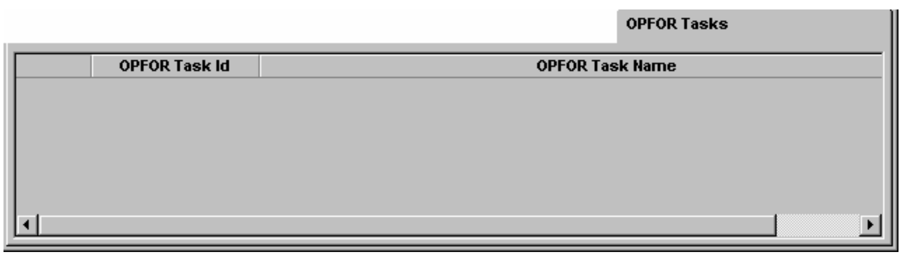


Figure 7-160: OPFOR Tasks Tab

Click on the **Related Data** toolbar button to access the **OPFOR** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
OPFOR Task Id	Displays the identifier (task number) for the OPFOR.
OPFOR Task Name	Displays the title as it appears on the OPFOR.

7.2.18 School Organizations

This table allows entry of one or more school organizations/offices to which comments about a Training Support Package (TSP) should be sent. It provides the picklist used with the **Comment to Organization** field on the *TSP Maintenance* grid and the **TSP Data** tab folder located under the **Individual** Module, **Training Support Package** option. The Mailing address and e-mail information is entered automatically on a TSP report based on the selection of the Organization Name in the **Comment to Organization** field.

> ***Note:*** *When ASAT 4.1 was fielded, the School Organization table contained a single entry for each agency/school. The* ***School Organization ID*** *field was filled with the school code. This School Organization ID can be changed to a more meaningful entry of up to eight characters. Changing the School Organization ID will not affect the record link to the school as it is already linked to the school through the* ***School Name*** *field. If the maintenance of more than one mailing address is required for an agency/school it is recommended the ID be changed to something other than the school code.*

7.2.18.1 Create/Edit School Organizations

On the Power Panel, double-click on the **School Organization** option or highlight it and click the **Open** button. The *School Organization Maintenance* grid appears (Figure 7-161) as a **grid-detail** view of the **School Organization** information. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window. Any previously developed School Organizations will appear in the list.

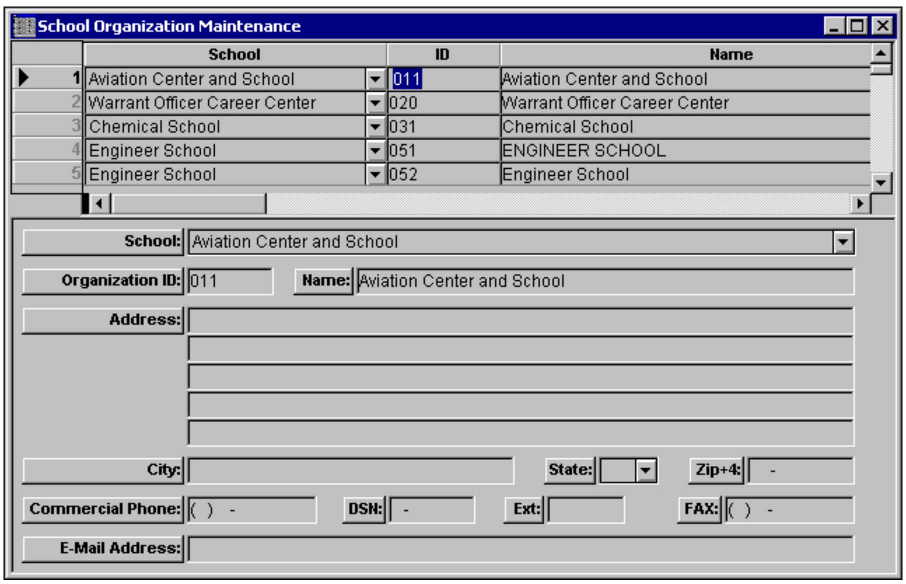


Figure 7-161: School Organization Maintenance Grid

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above.

The following fields appear on this tab:

Field	Description
School	Select the appropriate school/agency from the picklist. The school defaults to the school currently in the system.
Organization ID	Enter an ID of up to eight alphanumeric characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Organization Name	Enter an Organization Name of up to 80 characters. ***Note:*** This name will display in the picklist for the **Comment to Organization** field on the **TSP Data** tab.
Address	Five lines holding 48 characters each are provided for the address (excluding **City** and **State**, which are treated as separate fields.) The **Address** field is the first line.

Field	Description
Primary Text	Enter the second line of the address.
Secondary Text	Enter the third line of the address.
Delivery Line Text	Enter the fourth line of the address.
Last Line Text	Enter the fifth line of the address.
City	Enter a location name of up to 35 characters.
State	Select the appropriate state abbreviation from the picklist.
Commercial Phone	Enter the commercial phone number to include area code.
Zip + 4	Enter the zip code plus four-digit extension.
E-Mail Address	Enter the E-mail address.
DSN	Enter the DSN number.
Ext	Enter the phone extension, if applicable.
FAX	Enter the FAX number to include area code.

- To edit the items in the **detail** window, click **Data** on the menu bar and then click **Edit Record**. The items with a white background may be edited by clicking on them.

The following explanation will give an example of adding a new **School Organization**. On the *School Organization Maintenance* grid, click the **Insert Record** toolbar button to open up a blank record line in the list.

- In the **ID** column, enter an identifier for the School Organization. In the **School** column, use the drop-down list to select the School. In the **Name** column, enter a name that is long enough to define the School Organization (up to 80 characters.)

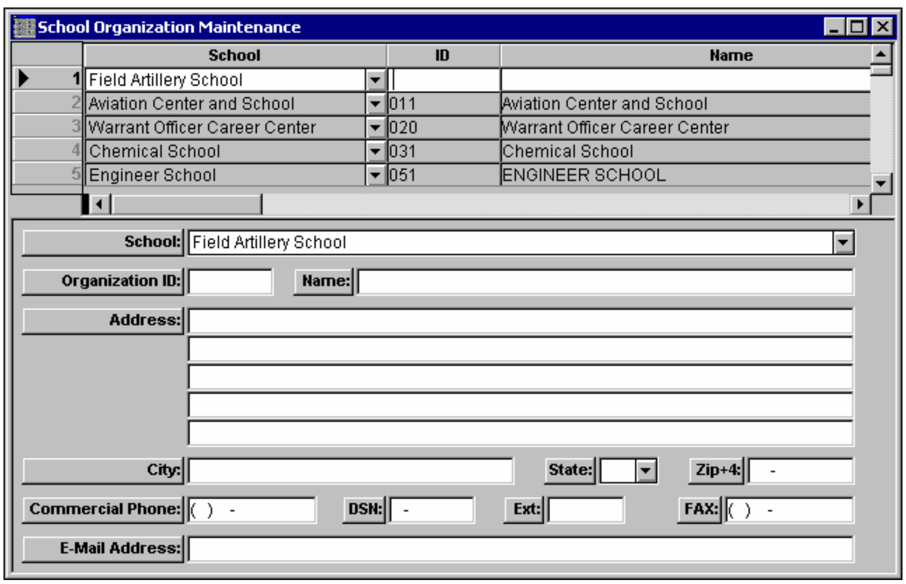


Figure 7-162: Creating School Organization Window

- Click the **Update Data** toolbar button  to save the new School Organization record.

7.2.18.2 School Organizations Tab Folder

Another purpose of the *School Organization Maintenance* grid is to double-click on the selected **School Organization** in order to reach the **School Organization** tab folder to allow the linking of related data.

To access the **School Organization** tab folder, click the **Data** menu and then select **Related Data** or click the **Related Data** toolbar button. This will reveal two tabs: **School Organization Data** and **Products**. Notice in Figure 7-163, the Header is focused on the selected School Organization allowing one-to-many linkages on each tab folder:

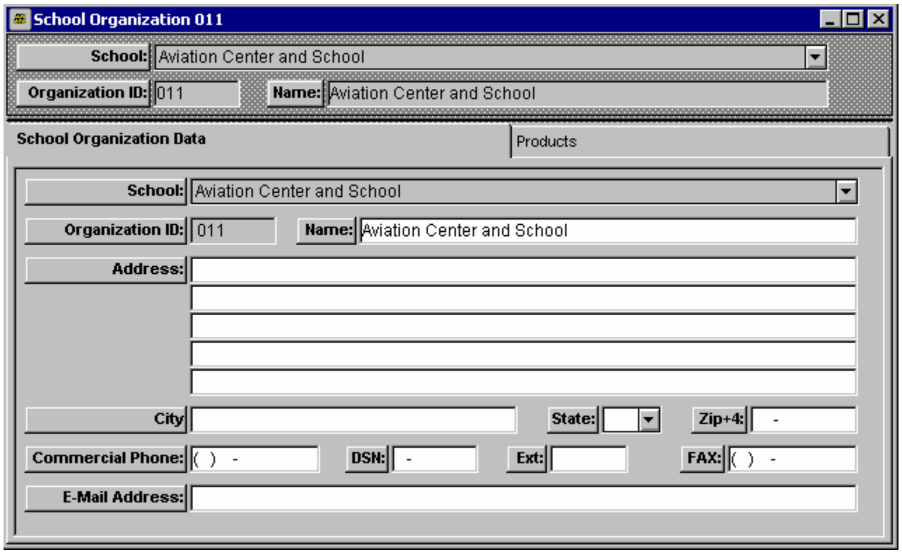


Figure 7-163: School Organization Tab Folder

The two tab folder selections are described in the following subparagraphs.

School Organization Data Tab

The **School Organization Data** tab (Figure 7-163) presents the same fields displayed on the *School Organization Maintenance* grid, but the user is automatically in the edit mode. Refer back to section 7.2.18.1 for complete field definitions. This is a **detail** tab; refer to section 9.4.1.1 for an explanation of how to use this tab type.

Products Tab

The **Products** tab (Figure 7-164) is a **picklist** style window, but is restricted as a view-only window of the **Products** previously linked to the selected **School Organization** in the header.

Figure 7-164: Products Data Tab

7.2.19 Schools

The *School Maintenance* grid (Figure 7-165) is displayed by selecting the **Schools** menu option from the **Support** tab on the Power Panel. This table presents a view-only grid of the US Army Training Requirements and Resources System (ATRRS) schools/agencies in ASAT.

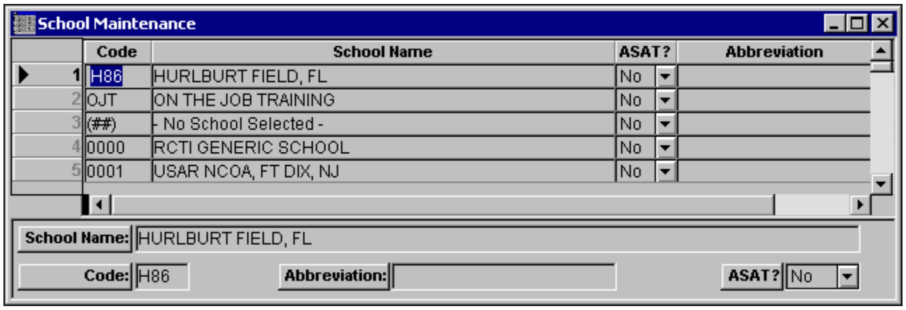


Figure 7-165: School Maintenance Grid

The school information can be viewed in the following areas of ASAT:

- **School** field on the *Individual Task Maintenance* grid and **Task Data** tab.
- **School** field on the **Lesson Plan Lesson Data** tab.
- **School** field on the STP product **Product Data Page 1** tab.
- **School** field on the *Organizations*, *TOE*, *Missions*, *TADSS*, and *Multimedia Support Maintenance* grids.
- **School** field on the Categories Support table **Category Data** tab.

The fields displayed on this window are as follows:

Field	Description
School Name:	The name of the school/agency.
School Code:	The ATRRS school identifier.
Abbreviation:	The short form name of the school/agency.
ASAT?:	*Yes* indicates this school is supported by ASAT. *No* indicates ASAT does not support this school.

Additional information on a school can be viewed by clicking on a record selection on the grid and then by choosing the **Data/Related Data** menu option or by clicking on the **Related Data** toolbar button. This action accesses the **School** tab folder (Figure 7-166):

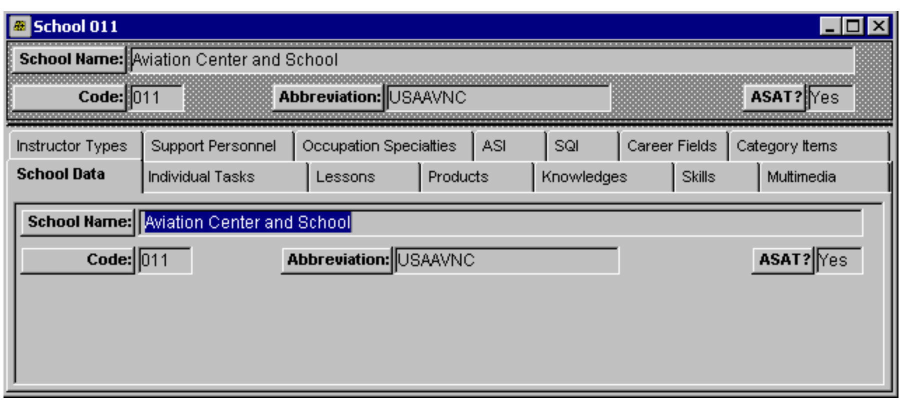


Figure 7-166: School Tab Folder

The **School** tabs are described as follows:

School Data Tab

The **School Data** tab (Figure 7-166) is a **detail** data tab that displays the information from the record selected previously at the *School Maintenance* grid.

Individual Tasks Tab

The **Individual Tasks** tab (Figure 7-167) displays the individual tasks linked to the school displayed in the header.

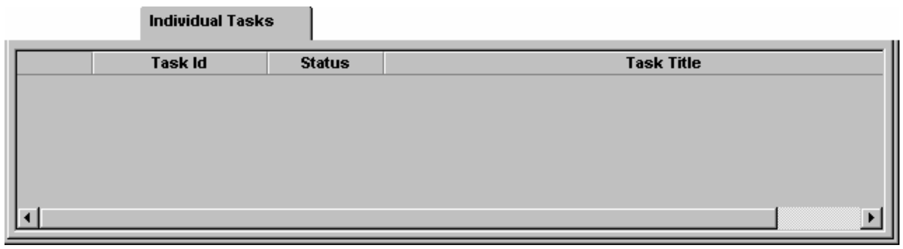


Figure 7-167: Individual Tasks Tab

Click on the **Related Data** toolbar button to access the **Individual Tasks** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
Task Id	The task identification number.
Status	The status of the task (e.g., *Active*, *Proposed*, *Obsolete*.)
Collective Task	The individual task name.

Lessons Tab

The **Lessons** tab (Figure 7-168) displays the lessons linked to the school displayed in the header.

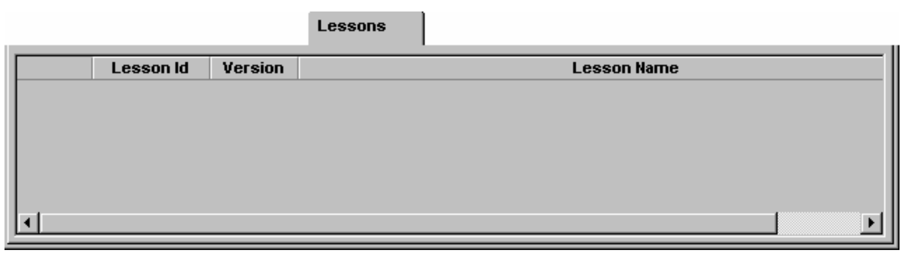


Figure 7-168: Lessons Tab

Click on the **Related Data** toolbar button to access the **Lessons** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
Lesson Id	A locally developed unique identifier for the lesson.
Version	Identifies the version of a lesson.
Lesson Name	The name of the lesson.

Products Tab

The **Products** tab (Figure 7-169) displays the products linked to the school displayed in the header.

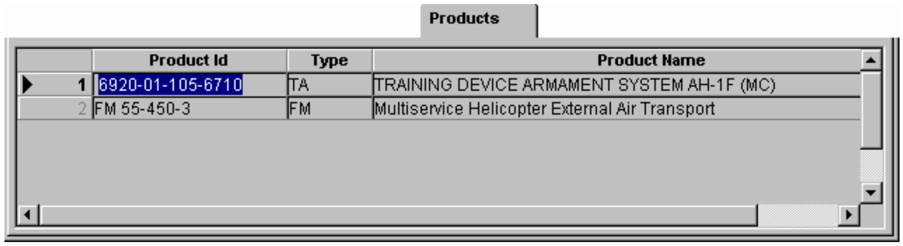


Figure 7-169: Products Tab

Click on the **Related Data** toolbar button  to access the **Product** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	**Description**
Product Id	The identifier number for the product.
Product Type	Identifies the type of product.
Product Name	Displays the name as it appears on the product.

Knowledges Tab

The **Knowledges** tab (Figure 7-170) displays the knowledges linked to the school displayed in the header.

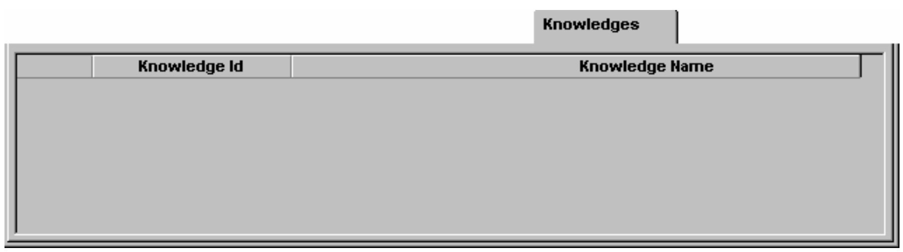


Figure 7-170: Knowledges Tab

Click on the **Related Data** toolbar button  to access the **Knowledges** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	**Description**
Knowledge Id	Displays the Knowledge identifier.
Knowledge Name	The descriptive title of the Knowledge.

Skills Tab

The **Skills** tab (Figure 7-171) displays the skills linked to the school displayed in the header.

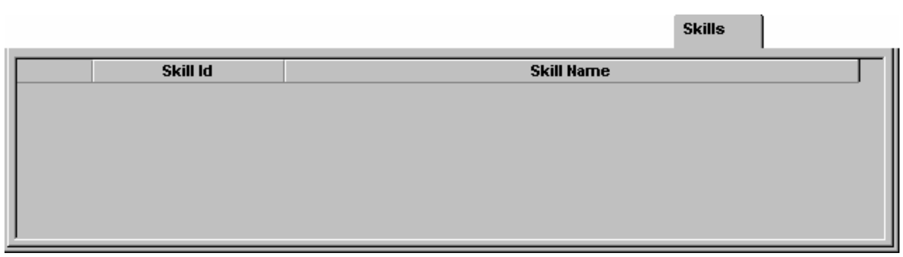


Figure 7-171: Skills Tab

Click on the **Related Data** toolbar button to access the **Skills** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
Skill Id	Displays the Skill identifier.
Skill Name	The descriptive title of the Skill.

Multimedia Tab

The **Multimedia** tab (Figure 7-172) displays the multimedia linked to the school displayed in the header.

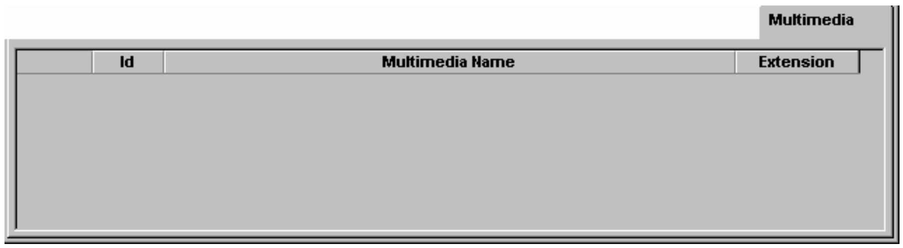


Figure 7-172: Multimedia Tab

Click on the **Related Data** toolbar button to access the **Multimedia** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
Multimedia Id	The identifier for the multimedia.
Multimedia Name	The name of the multimedia.
Multimedia Extension	The graphic extension of the multimedia.

Instructor Types Tab

The **Instructor Types** tab (Figure 7-173) displays the instructor type linked to the school.

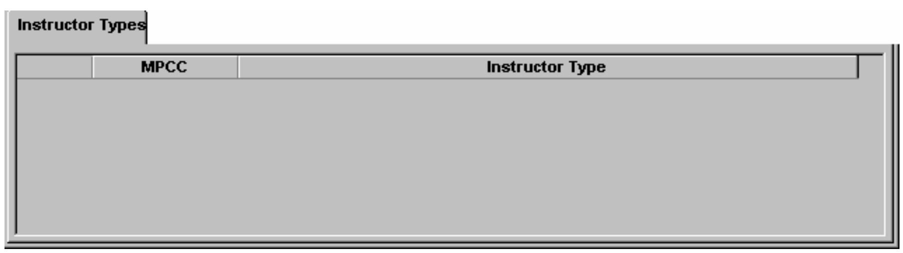


Figure 7-173: Instructor Types Tab

Click on the **Related Data** toolbar button to access the **Instructor Type** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
MPCC	Displays the Military Personnel Classification Code (MPCC).
Instructor Type	Displays the type of instructor.

Support Personnel Tab

The **Support Personnel** tab (Figure 7-174) displays the Support Personnel linked to the school.

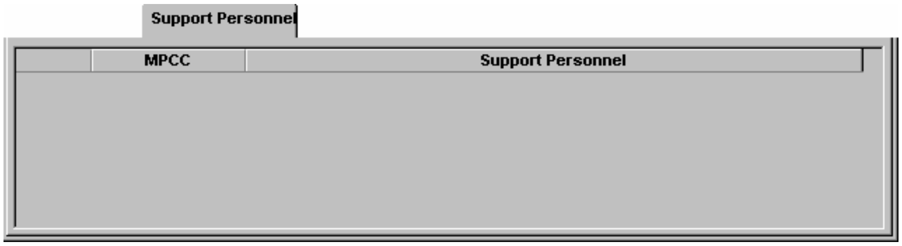


Figure 7-174: Support Personnel Tab

Click on the **Related Data** toolbar button to access the **Support Personnel** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
MPCC	Displays the Military Personnel Classification Code.
Support Personnel	Displays the name of the Support Personnel.

Occupation Specialties Tab

The **Occupations Specialties** tab (Figure 7-175) displays the Occupation Specialties linked to the school displayed in the header.

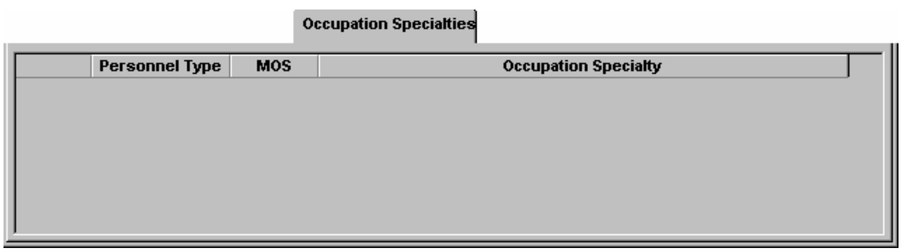


Figure 7-175: Occupation Specialties Tab

Click on the **Related Data** toolbar button to access the **Occupation Specialties** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
Personnel Type	Displays the identification as *Enlisted*, *Warrant Officer*, or *Officer*.
MOS	Displays the Military Occupational Specialty.
Occupation Specialty	Displays the title of the Occupation Specialty.

ASI Tab

The **Additional Skill Identifiers (ASI)** tab (Figure 7-176) displays the ASIs linked to the school displayed in the header.

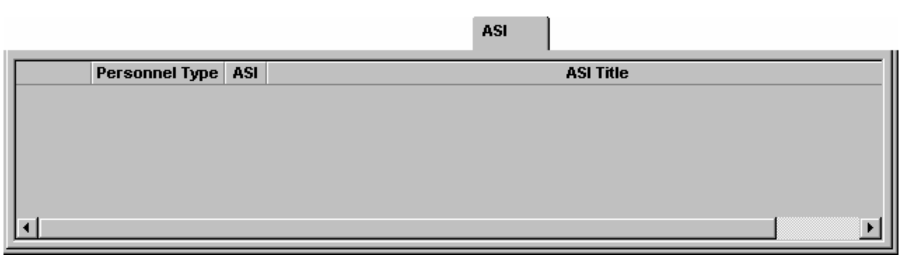


Figure 7-176: ASI Tab

Click on the **Related Data** toolbar button to access the **ASI** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
Personnel Type	Identifications as *Enlisted*, *Warrant*, and *Officer*.
ASI Code	The code for the ASI.
ASI Title	Displays the title of the ASI.

SQI Tab

The **Special Qualification Identifiers (SQI)** tab (Figure 7-177) displays the SQIs linked to the school displayed in the header.

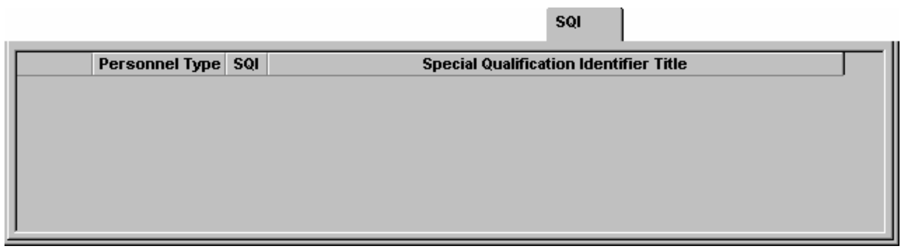


Figure 7-177: SQI Tab

Click on the **Related Data** toolbar button to access the **SQI** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
Personnel Type	Identifications as *Enlisted*, *Warrant*, and *Officer*.
SQI Code	The code identifier for the SQI.
SQI Title	The title of the SQI.

Career Fields Tab

The **Career Fields** tab (Figure 7-178) displays the Career Fields linked to the school displayed in the header.

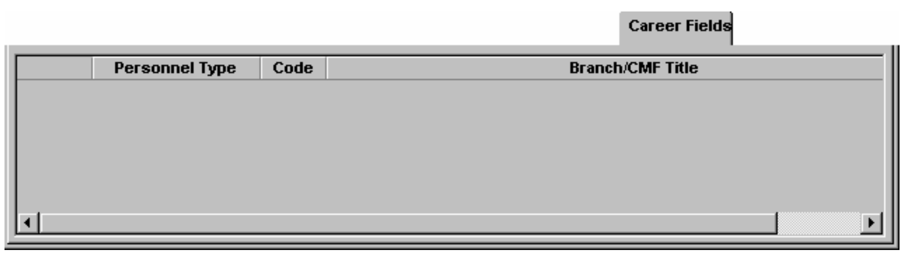


Figure 7-178: Career Fields

Click on the **Related Data** toolbar button to access the **Career Fields** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list that follows:

Field	Description
Personnel Type	Identifications as *Enlisted*, *Warrant*, and *Officer*.
Career Field Code	The code identifier for the Career Field.
Branch/CMF Title	Branch/Career Management Field Title.

Category Items Tab

The **Category Items** tab (Figure 7-179) displays the Category Items linked to the school displayed in the header.

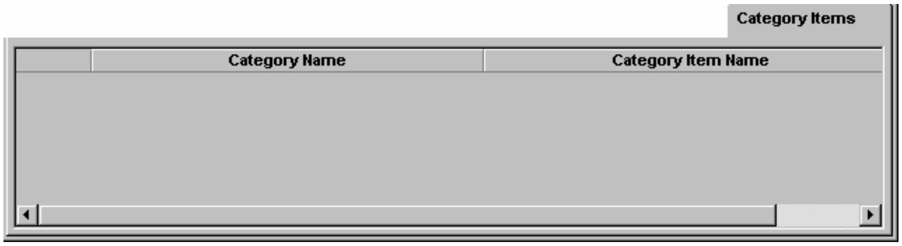


Figure 7-179: Category Items Tab

Click on the **Related Data** toolbar button  to access the **Category Items** tab folder to view additional information on the record. Fields presented on this view-only screen are described in the field list below:

Field	Description
Category	Displays the category identifier.
Category Item	Displays the category item identifier.
Category Item Name	Displays the category item name.

7.2.20 TADSS

This table is used to build a **picklist** of TADSS for linking under the **TADSS** tabs of the **Collective**, **Individual**, and **Lesson Terminal Learning Objective** or **Enabling Learning Objective Step/Activities** tab folders. This option is also used to make records available for linking on the **TADSS** tab of the **CATS TADSS Selection** tab folder.

Note: *The TADSS Support table is a subset of the Products Support table.*

On the Power Panel, click the **Support** button, double-click on the **TADSS** title or highlight the title and click the **Open** button.

Because the TADSS table in ASAT is large, a *Specify Filter Criteria for TADSS* window (Figure 7-180) will display automatically when this support table is selected. See section 9.2, Filters, for more information about setting up, saving, and loading filters. The most commonly used filters for TADSS are **TADSS Product Types** and **Product Proponents**.

Note: *If the* ***Load*** *button is used to load a saved filter, the* ***OK*** *button must be clicked when you are returned to the filter screen to activate the filter.*

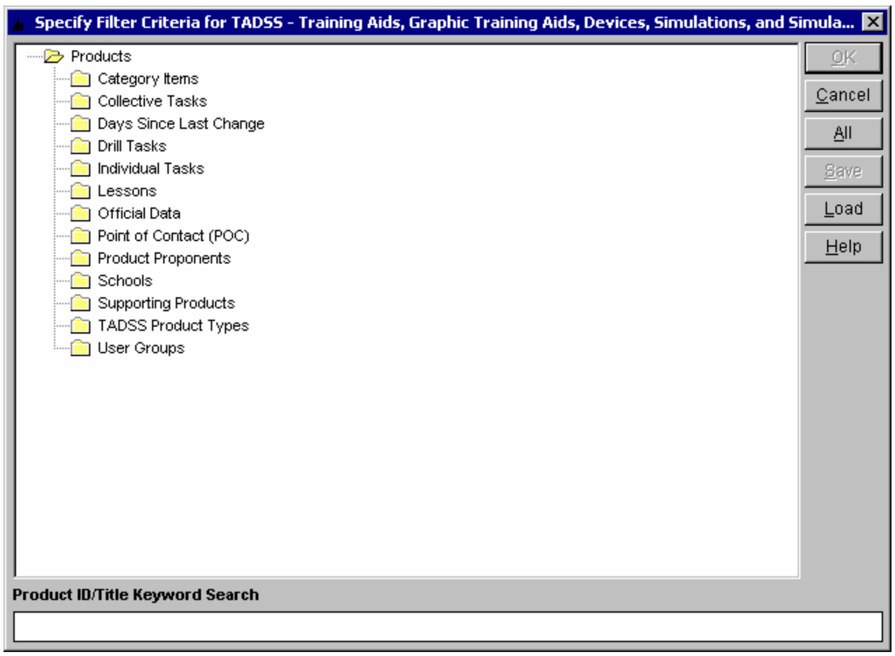


Figure 7-180: Filter Criteria for TADSS Window

After selecting a filter, the *TADSS Maintenance* grid appears (Figure 7-180) as a **grid-detail** view of the TADSS information. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window. Any previously developed TADSS will appear in the list.

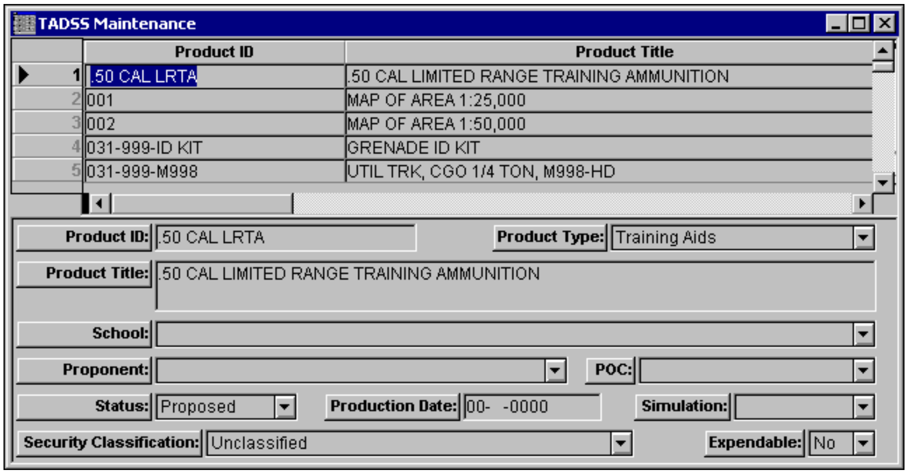


Figure 7-181: TADSS Maintenance Grid

The top half of the window is a grid of rows and columns of product data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the TADSS focused on in the grid above.

The following fields appear on this tab:

Field	Description
Product ID	Enter the product identifier. The maximum entry length for this field is 25 characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Product Title	Enter the title as it appears on the product type.
Product Type	Select the type of product. This field is especially important for Field Manuals, STPs, and ARTEPs as it is used to automatically filter some product lists in ASAT.
School	Select the school or agency responsible for the product.
Proponent	Select the series number, as found in AR 25-30, which represents the functional proponent for the product.
POC	Select the Point of Contact for the product. After making a selection you can double-click in the field to view details on the person.
Status	Enter the status of the product: *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Production Date	Enter the date as it appears on the fielded product (format is DD-MMM-YYYY.) The month is entered automatically when the first letter is entered, but may be typed over.
Simulation	Select the simulation that applies for this product from a drop-down list (*live*, *constructive*, or *virtual*.)
Security Classification	Enter the security classification of the product (e.g., classified, unclassified.)
Expendable	Select either *Yes* or *No* that applies to this product.

- To edit the items in the **detail** window, click **Data** on the menu bar and then click **Edit Record** or click on the **Edit** toolbar button. The items with a white background may be edited by clicking on them.

The following explanation will give an example of adding a new TADSS. On the *TADSS Maintenance* grid (Figure 7-182), click the **Insert Record** toolbar button to open up a blank-record line in the list.

- In the **Product ID** column enter an identifier for the TADSS. In the **Product Title** column enter a name that is long enough to define the TADSS.

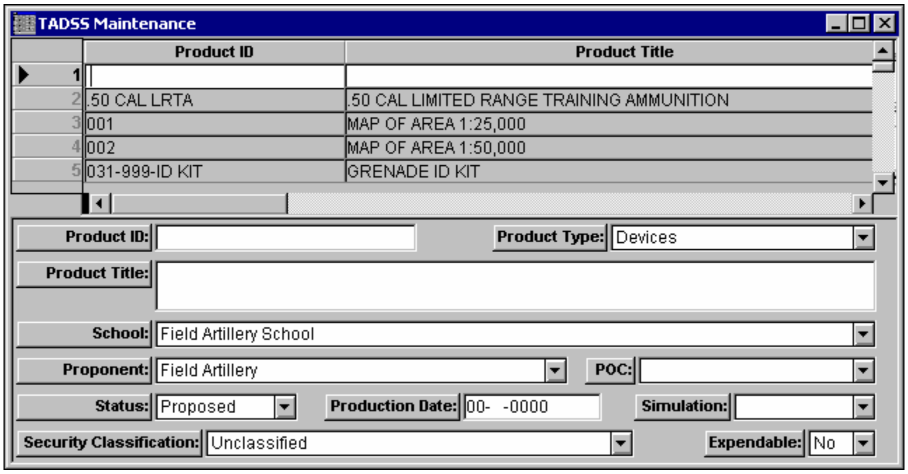


Figure 7-182: Creating the TADSS

Click the **Update Data** toolbar button to save the new TADSS record.

7.2.20.1 TADSS Tab Folder

To access the **TADSS** tab folder, click on the **Related Data** toolbar button  or select the **Related Data** option from the **Data** menu bar on the *TADSS Maintenance* grid. This will reveal 13 tabs: **TADSS Data**, **Administrative Data**, **Distribution Restriction**, **Supersedes Statement**, **Learning Step/Activities**, **Supports Collective Tasks**, **Supports Drill Task**, **Supports Individual Tasks**, **Category Items**, **Supported Actions**, **TADSS Selections**, **Change History**, and **Doctrine**.

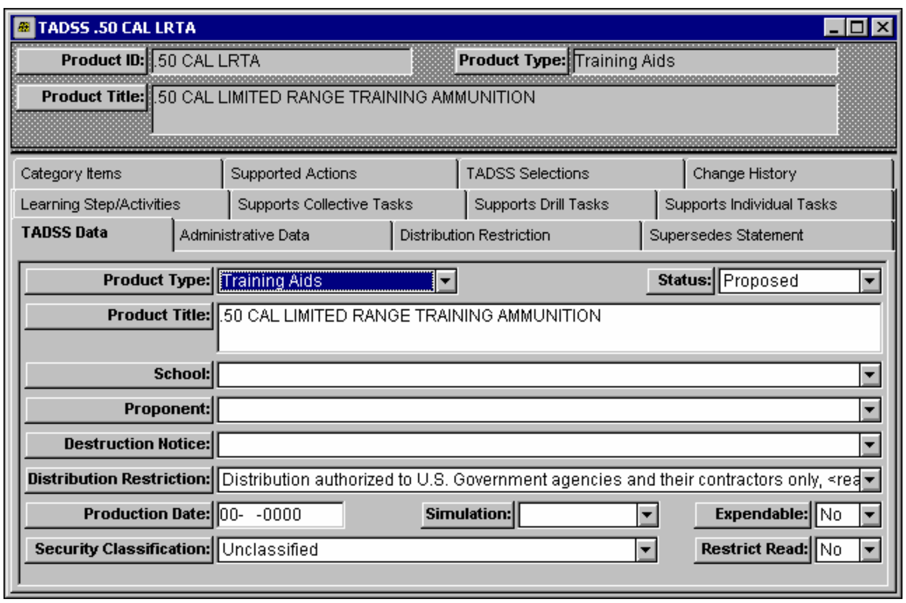


Figure 7-183: TADSS Tab Folder

Notice the Header is focused on the selected TADSS allowing one-to-many linkages on each tab folder. These tabs are **block-text**, **detail**, **insert**, and **picklist** tabs. Refer to section 9.4.1.1 for instructions on using **detail** tabs, refer to section 9.4.1.2 for instructions on using **block-text** tabs, refer to section 9.4.1.3 for instructions on using **picklist** tabs, and refer to section 9.4.1.4 for instructions on using **insert** tabs.

The tab folder selections are described in the following subparagraphs.

TADSS Data Tab

The **TADSS Data** tab (Figure 7-183) is a **detail** data tab, which contains the fields from the Product table. Refer back to section 7.2.20.1 for field descriptions. One additional field displayed on this screen is the **Restrict Read** selection box. It is used to select user access to the record. If the **Restrict Read** is set to *Yes*, the record will appear in the grid view, but will not allow users other than the point of contact, SME/ analyst, or system administrator to open or edit the tab folder information. If the **Restrict Read** is set to *No*, users will have viewing and modification privileges as defined by the current ASAT user definition.

Administrative Data Tab

The **Administrative Data** tab (Figure 7-184) is a **detail** tab used to edit the point of contact information.

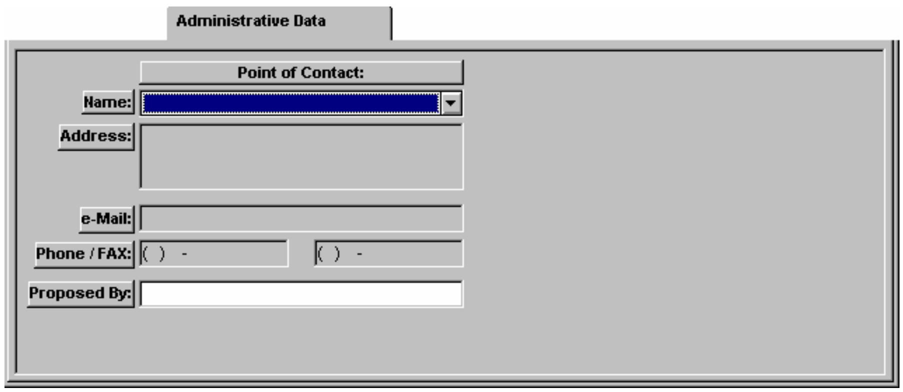


Figure 7-184: Administrative Data Tab

To enter information on this tab, simply select the person in the **Name** drop-down list and the other data (address, e-mail, phone/fax) will be filled in automatically from the personnel table. Disregard the **Proposed By** field.

Distribution Restriction Tab

The **Distribution Restriction** tab (Figure 7-185) is a **block** data tab that allows the entry and editing of remarks or notes about the distribution restriction of the TADSS. Refer to section 9.4.1.2 for an explanation of how to use **block** tabs.

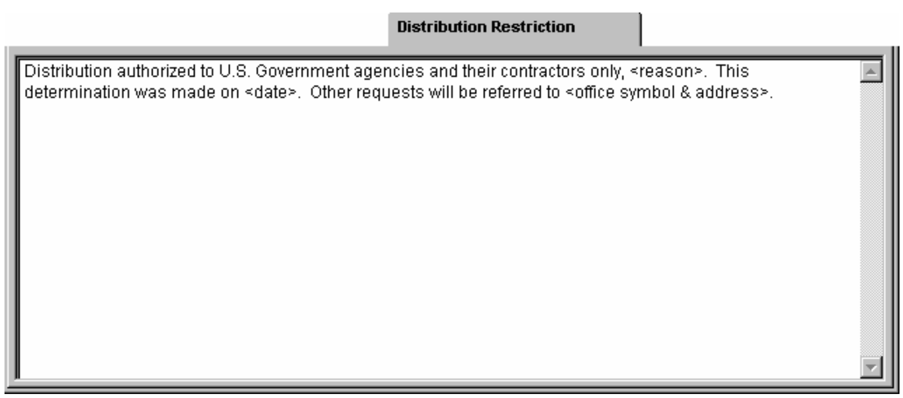


Figure 7-185: Distribution Restriction Tab

Supersedes Statement Tab

The **Supersedes Statement** tab (Figure 7-186) is a **block** data tab is used to enter the supersession statement for the product.

Figure 7-186: Supersedes Statement Tab

In accordance with TRADOC Regulation 25-30, the supersession statement is an official directive statement that signifies replacement of one product with a newer version of the same or, in critical instances another product. The statement should be written to reflect standard procedures. For example:

This publication supersedes STP XX-XXX-XX, 25 September 1992.

Learning Step/Activities Tab

The **Learning Step/Activities** tab (Figure 7-187) is a **picklist** tab, but is restricted as a **view-only** window of the Learning Steps/Activities previously linked to the selected TADSS in the header.

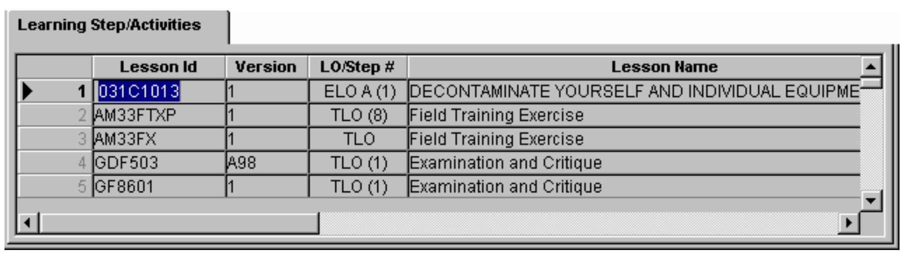


Figure 7-187: Learning Step/Activities Tab

The following columns appear on this tab:

Field	Description
Lesson Id	Indicates the Lesson Id number in which the TADSS is used.
Version	Indicates the version number of the lesson.
LO/Step #	Indicates the ELO/TLO and Step# in which the TADSS is used.
Lesson Name	Indicates the name of the lesson.
Qty	Indicates the Quantity of the TADSS used.
Spt Qty	Indicates the number of the TADSS required for Support, if any.
Student Ratio	Indicates the student to TADSS ratio.
Replace Equipment ID	Indicates the ID of equipment that may be used to replace the TADSS, if necessary.
Remarks	Enter any remarks, as required.

Supports Collective Tasks Tab

The **Supports Collective Tasks** tab (Figure 7-188) is a **picklist** tab used to connect supporting collective tasks to the current Collective task, at the task level. Refer to section 9.4.1.3 for an explanation of how it operates. This tab only shows what is linked at the task level and the step level.

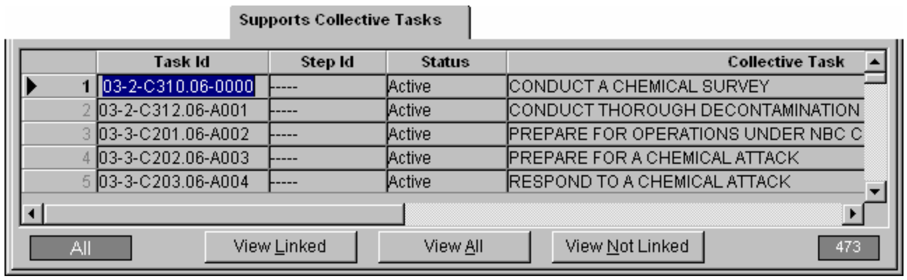


Figure 7-188: Supports Collective Tasks Tab

To link one or more Supporting Collective Tasks, click the **View All** button for the *Specify Filter Criteria for Collective Tasks* screen; then double-click the Supporting Collective Task row to link it to the Collective Task. If the Supporting Collective Task is not available in the picklist, add it at the grid list at the **Create/Edit Collective Tasks** under the **Development** section of the **Collective** Module of the Power Panel to make the choice available here. Additional links to Collective Tasks can be made by clicking on the **Related Data** toolbar button .

The following columns appear on this tab:

Field	Description
Task Id	Task identification number.
Step Id	Displays the step ID to which the task is linked. Dashes in the column indicate that the task is linked at the task level only.
Status	Contains the code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Superseded*, or *Draft*.
Task	Title of the task.
Is Ref?	Indicate if the product is a reference for this particular task (*Yes* or *No*.)
Primary?	Selection field for linked records used to indicate if the record is a Primary Review Authority.
Required?	Indicates if product is a required or related supporting product.
Product Source Information	Displays the product/source information (e.g., paragraph number, ISBN, civilian source, etc.)

Supports Drill Tasks Tab

The **Supports Drill Tasks** tab (Figure 7-189) is a **picklist** tab used to link one or many drill tasks to the selected TADSS in the header. This tab only shows what is linked at the task level and the step level. Refer to section 9.4.1.3 for an explanation of how it operates.

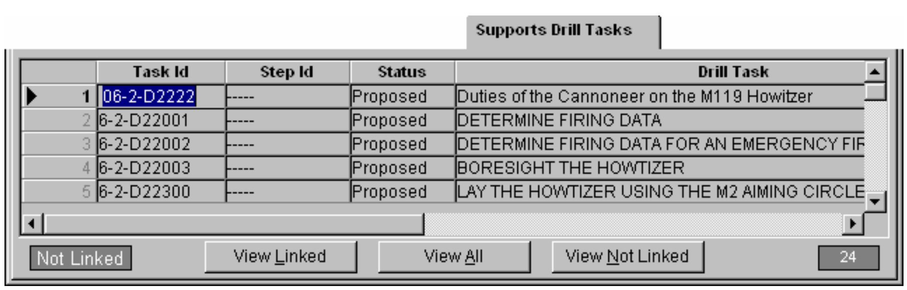


Figure 7-189: Supports Drill Tasks Tab

The following columns appear on this tab:

Field	Description
Drill Task Id	Task identification number.
Step Id	Displays the step ID to which the task is linked. Dashes in the column indicate that the task is linked at the task level only.
Status	Contains the code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Superseded*, or *Draft*.
Drill Task	Title of the individual task.
Primary?	Selection field for linked records used to indicate if the record is a Primary Review Authority.
Required?	Indicates if the product is a required or related supporting product.
Product Source Information	Displays the product/source information (e.g., paragraph number, ISBN, civilian source etc.)

Supports Individual Tasks

The **Supports Individual Tasks** tab (Figure 7-190) is a **picklist** tab used to link one or many individual tasks to the selected TADSS in the header. This tab only shows what is linked at the task level and the step level. Refer to section 9.4.1.3 for an explanation of how it operates.

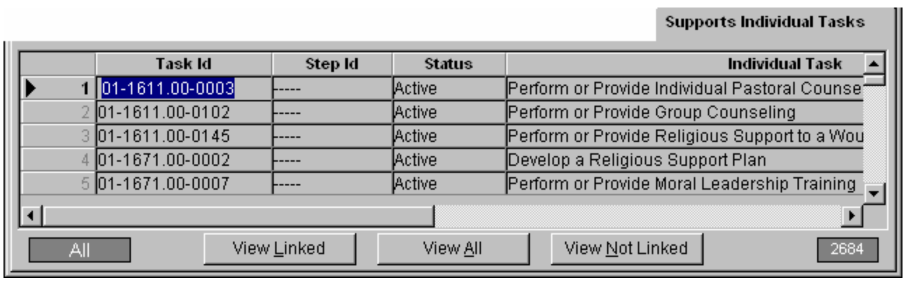


Figure 7-190: Supports Individual Tasks Tab

The following columns appear on this tab:

Field	Description
Task Id	Task identification number.
Step Id	Displays the step ID to which the task is linked. Dashes in the column indicate that the task is linked at the task level only.
Status	Contains the code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Superseded*, or *Draft*.
Individual Task	Title of the individual task.
Required?	Indicates if the product is a required or related supporting product.
Product Source Information	Displays the product/source information (e.g., paragraph number, ISBN, civilian source, etc.)

Category Items Tab

The **Category Items** tab (Figure 7-191) is a **picklist** tab found in the TADSS product tab folder in the **Support** Module. It allows the user to link one or many category items to the selected TADSS in the header.

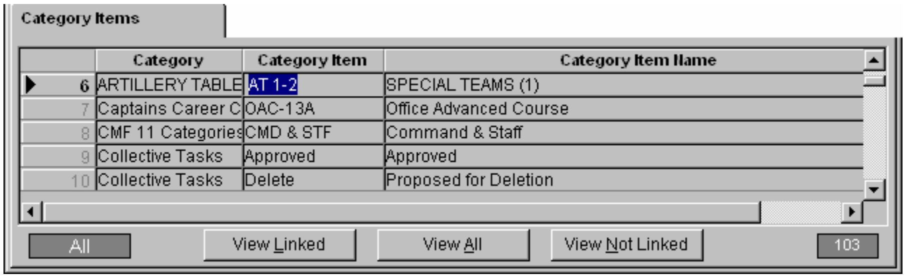


Figure 7-191: Category Items Tab

Click the **View All** or **View Not Linked** buttons to view the complete list of category item records available for linking. Double-click in the **Category** column to link a category item to the TADSS.

The following columns appear on this tab:

Field	Description
Category	Displays the category identifier.
Category Item	Displays the category item identifier.
Category Item Name	Displays the category item name.

Supported Actions

The **TADSS Supporting Action** tab (Figure 7-192) displays TADSS Selections linked to supporting actions. This tab is used for viewing purposes only.

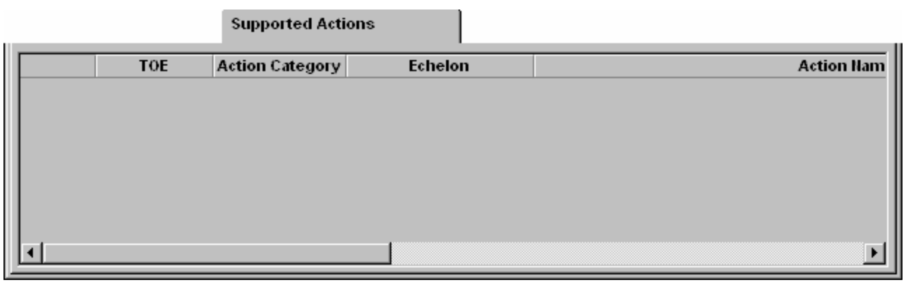


Figure 7-192: Supported Actions Tab

TADSS Selections Tab

The **TADSS Selection** tab (Figure 7-193) contains TADSS groups (selections) that have been created in the **CATS** Module. The information is for viewing purposes only.

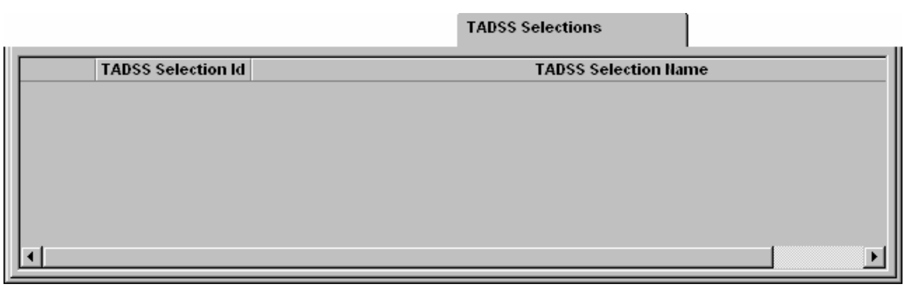


Figure 7-193: TADSS Selections Tab

Doctrine Tab

The **Doctrine** tab (Figure 7-194) is an **insert** link tab used to link Products to approved Field Manuals created via the **Doctrine** Module.

Figure 7-194: Doctrine Tab

The following columns appear on this tab:

Field	Description
Product	Displays the product number.
Version	Displays the latest change (version) of the product.
Chapter	Displays the product chapter name.
Required?	Indicates if the product is a required or related supporting product. *Yes* if the product is required, *No* if the product is related. The linked supporting products will appear in the *Reference* section of the current product.
Linked Text	Displays the selected document text.

> ***Note:*** *The Doctrine Link feature requires that Microsoft Internet Explorer 4.0x (IE 4.0x) be installed on each ASAT user's computer.*

1. Select the **Insert Link** toolbar button or choose the **Insert Record** option from the **Data** menu. The *Doctrine Browse/Link* window appears providing a list of approved FMs filtered by proponent that are currently in the ASAT database.

   Note: *Refer to section 4.6, Edit - Create Links, for additional information on the Doctrine Browse/Link window.*

2. After selecting the desired FM, chapter, or text; click on the **Make Link** button at the *Doctrine Browse/Link* window to link the data. The linked data appears on the tab.
3. Click on the **Data** menu and choose the **Save** option or click the **Save** toolbar button to save the linked data.
4. Repeat the previous steps to link additional Doctrine data.

To delete a record link, place the cursor on the row and select the **Data** menu and choose the **Delete Record** option or choose the **Delete Record** toolbar button.

To edit a record link, place the cursor on the row and double-click the **View** button or right-click the mouse button and choose **Edit** link. The *Doctrine Browse/Link* window displays the linked area of the document allowing you to choose a different link.

7.2.21 Task Performance Locations

The *Task Location Maintenance* grid (Figure 7-195) provides the **picklist** for the **Performance Location** field on the *Link Individual Task to Performance Location* screen in the **Individual Task Development Wizard** and the *Link Collective Task to Selected Data* screen in the **Collective Task Development Wizard**.

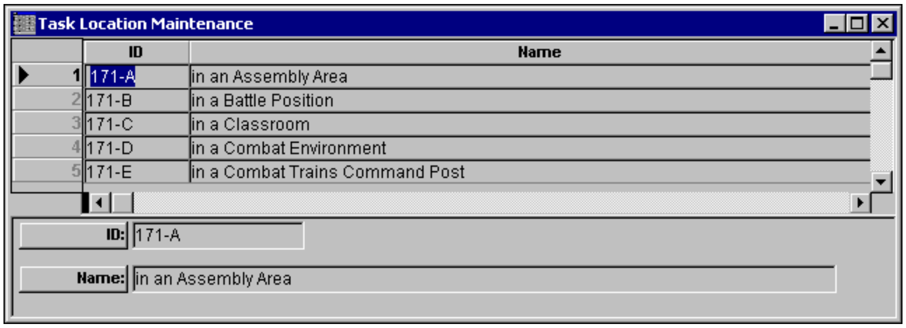


Figure 7-195: Task Location Maintenance Grid

Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window.

The top half of the window is a grid of rows and columns of data. The bottom half of the window displays details of the additional information focused on the grid above.

The columns at this window include:

Field	Description
ID	The task location identified. The maximum character entry length for this field is six characters (mandatory entry when creating new records.)
Name	The name of the task location.

> ***Note:*** *The* ***Task Performance Location*** *field is used in the* ***Individual*** *and* ***Collective Task Development Wizards*** *only. It can be used in conjunction with the following fields in each wizard to create a task condition statement:*

Wizard	Field
Individual Wizard	Individual Task Cue Link Individual Task to Duty Position Link Individual Task to Equipment Link Individual Task to Supporting Products
Collective Wizard	Collective Task Cue Link Collective Task to TOE/Element-Mission at Selected MTP Link Collective Task to Equipment Link Collective Task to Supporting Products

To insert a new task, click the **Insert** toolbar button . To select an existing task for editing, click the mouse on the desired row, and then click the **Edit** toolbar button . The **Insert** and **Edit** action will turn the background on the screen white to make entries/modifications to the fields. To delete a task, click the mouse on the desired row, and then click the **Delete** toolbar button .

7.2.22 Training Facilities

The *Training Facility Maintenance* grid (Figure 7-196) allows the user to add or edit existing Training Facilities. Double-click on the **Training Facilities** option in the **General** section of the **Support** module. The *Training Facility Maintenance* grid appears as a grid window that shows various types of training facilities.

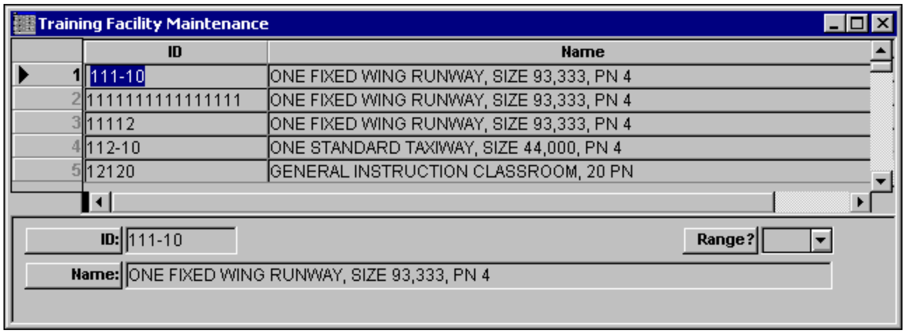


Figure 7-196: Training Facility Maintenance Window

The columns included in the *Training Facility Maintenance* grid are:

Field	Description
ID	The Training Facility Category identifier. The maximum character entry length for this field is 16 characters (mandatory entry when creating new records.)
Name	The name of the Training Facility Category.
Range?	A *Yes* or *No* statement that indicates if the training facility consists of a range area (e.g., firing range, training range, qualification range, etc.)

After Training Facility records are created, they are available for linking under the **Facilities** tab on the **Lesson Terminal Learning Objective** or **Enabling Learning Objective Step/Activities** tab folder.

The main purpose of the *Training Facility Maintenance* grid is to double-click (or select the **Related Data** toolbar button) on the selected training facility in order to reach the **Training Facility** tab folder (Figure 7-197) to allow the linking of related data.

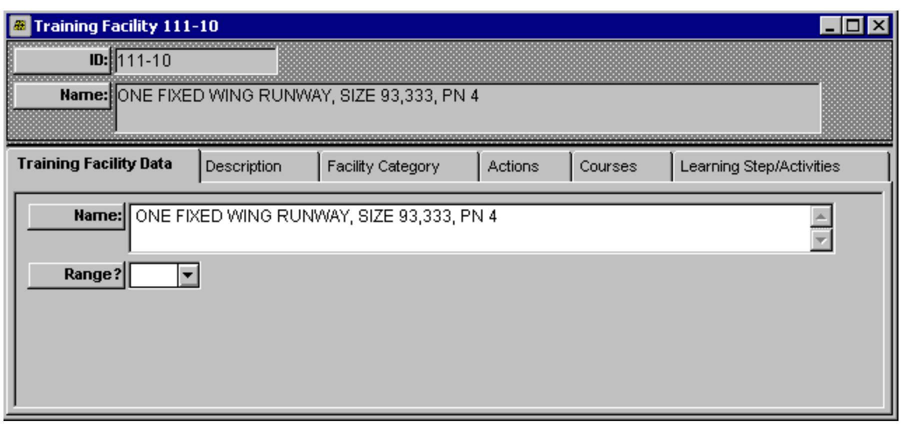


Figure 7-197: Training Facilities Tab Folder

The tabs are described in the following subparagraphs:

Training Facility Data Tab

The **Training Facility Data** tab (Figure 7-197) is a **detail** data tab that includes the following fields:

Field	Description
Name	The name of the Training Facility Category.
Range?	A *Yes* or *No* selection that indicates if the training facility consists of a range area (e.g., firing range, training range, qualification range, etc.)

Training Facility Description Tab

The **Training Facility Category Description** tab (Figure 7-198) is a **block** data tab that allows for the input of a description of the Training Facility Category. Refer to section 9.4.1.2 for information on **block** tabs.

Figure 7-198: Description Tab

Facility Category Tab

The **Facility Category** tab (Figure 7-199) is a **picklist** tab that lists all of the Facility Categories to which the selected Training Facility is linked.

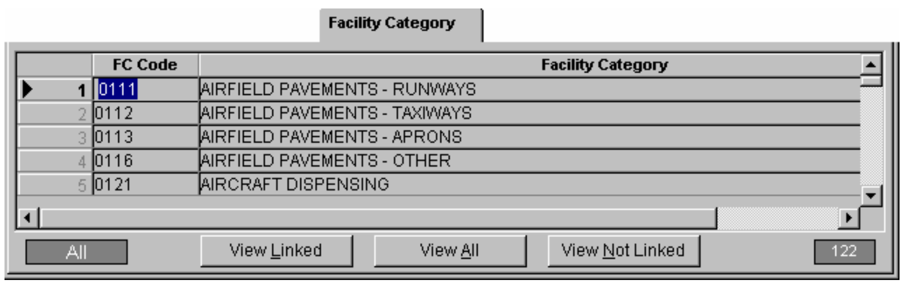


Figure 7-199: Facility Category Tab

Actions Tab

The **Actions** tab (Figure 7-200) is a **picklist** tab that lists all of the Actions that are currently linked to the selected Training Facility.

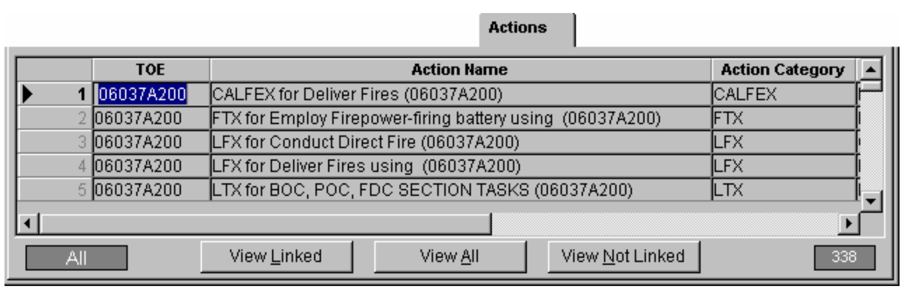


Figure 7-200: Actions Tab

Courses Tab

The **Courses** tab (Figure 7-201) is a **view-only** tab that lists all of the courses which are currently linked to the selected Training Facility.

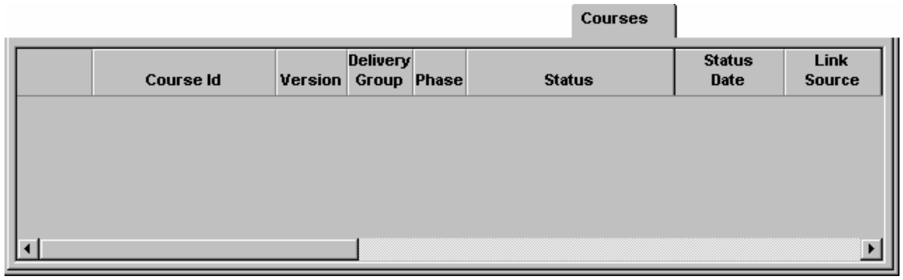


Figure 7-201: Courses Tab

Learning Step/Activities Tab

The **Learning Step/Activities** tab (Figure 7-202) is a **view-only** tab that lists any lesson step to which this facility is linked at the Lesson TLO or ELO learning step/activity on the **Facilities** tab. It displays the lesson number, lesson version, lesson name, TLO or LO step number, the quantity required, and the number of hours the facility is needed.

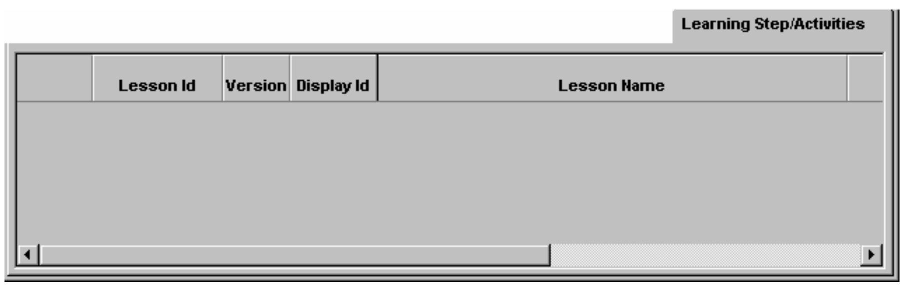


Figure 7-202: Learning Step/Activities Tab

> ***Note:*** *TLO will display in the* ***LO/Step #*** *column before the step ID if the link is to a TLO learning step/activity. To access the tab folder for the lesson, choose the* ***Data*** *menu,* ***Related Data*** *option or click on the* ***Related Data*** *toolbar button* .

7.2.23 Unit Measures

This is a Support table of units of measure that are used to indicate how a Facility is measured. The Unit of Measure is displayed as a drop-down list box on the **Lesson: Terminal Learning Objective** or **Enabling Learning Objective Learning Step/Activity Facilities** tab folder.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

7.2.23.1 Create/Edit Unit Measure

On the Power Panel, click the **Support** button, double-click on the **Unit Measure** option or highlight the title and click the **Open** button.

The *Unit Measure Maintenance* grid (Figure 7-203) appears as a **grid-detail** view of the **Unit Measure** information. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window.

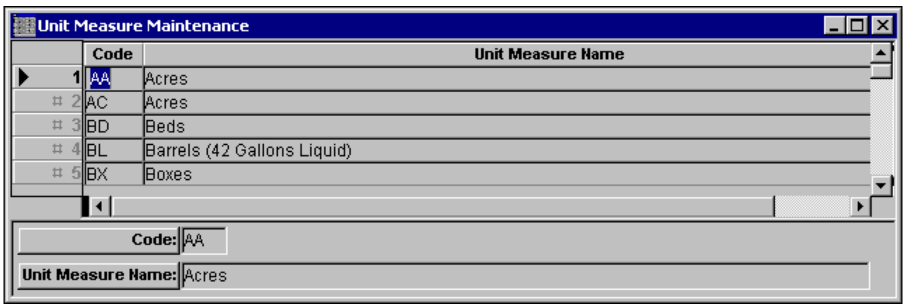


Figure 7-203: Unit Measure Maintenance Grid

The top half of the window is a grid of rows and columns of data. The bottom half of the window displays details of information focused on the grid above.

The columns at this window include:

Field	Description
Code	The code (abbreviation) assigned to the unit. The maximum entry length for this field is two characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Unit Measure Name	Definition of the Unit Measure abbreviation.

To edit the items in the **Detail** window, click **Data** on the menu bar and then click **Edit record** or click the **Edit Record** toolbar button. The items with a white background may be edited by clicking on them. Click the **Insert Record** toolbar button to open up a blank-record line in the list to add a record. Click the **Delete Record** toolbar button to delete a record.

- In the **Code** column enter an abbreviation for the Unit Measure. In the **Unit Measure Name** column enter a name that is long enough to define the Unit Measure.
- Click the **Update Data** toolbar button to save the new Unit Measure record.

7.3 Collective Task Tables

There are eight tables listed in the **Collective** section of the **Support** Module. In addition, the Task Performance Support Code (TPSC) capabilities are available here, along with a **TOE** and **TPSC Report** option. All items are listed as follows (in the order they appear on the Power Panel) along with the section number where they are covered in the user's guide.

Table	Section
Army Universal Task List (AUTL)	7.3.1
Communication Equipment Types	7.3.2
Elements	7.3.3
Element/Missions	7.3.4
Information Products	7.3.5
Missions	7.3.6
TOE	7.3.7
TPSC	7.3.8
- Via Collective Task	7.3.8.1
- Via MTP	7.3.8.2
- Via TADSS	7.3.8.3

***Note:** The last three categories; **TPSC Via Collective Task**, **TPSC - Via MTP**, and **TPSC-Via TADSS** were developed for use by the Armor Proponent as a prototype. This was done to identify various TPSCs at the task, task step, and performance level on the degree to which a TADSS supports the task. This is a prototype not to be used to enter permanent data. However, in working with the National Simulation Center, **TPSC** has been integrated with Training Requirements Analysis Process (T-RAP).*

To make a selection for the **Collective** category, click the **Support** button on the Power Panel, shown as follows. Next, click or drag the vertical scroll bar on the Power Panel until the **Collective** section appears. Double-click on the title or highlight a title and click the **Open** button.

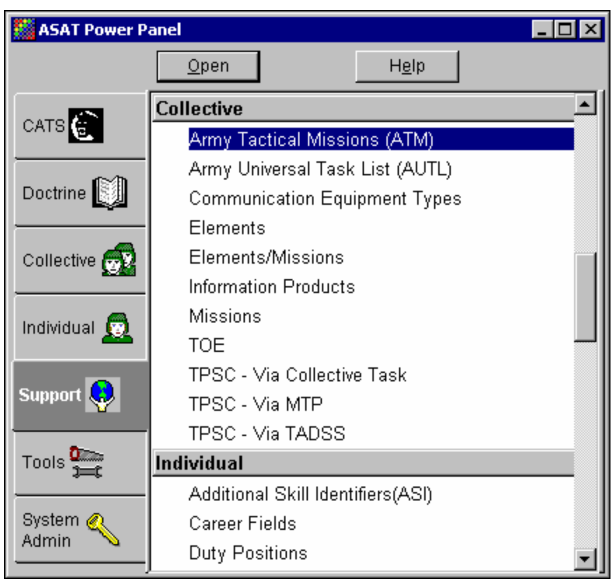


Figure 7-204: Support Module – Collective Task Tables

7.3.1 Army Universal Task List (AUTL)

The *AUTL Maintenance* grid is the result of selecting (AUTL) Army Universal Task List from the **Support** Module on the Power Panel. The *AUTL Maintenance* grid is a comprehensive hierarchical listing of strategic operational and tactical level war functions. The AUTL will serve as the Army's tactical level tasks of the Universal Joint Task List. Before a maintenance grid is populated with AUTL, a *Specify Filter Criteria for AUTL* window (Figure 7-205) appears in order to populate the maintenance grid according to the selected filter.

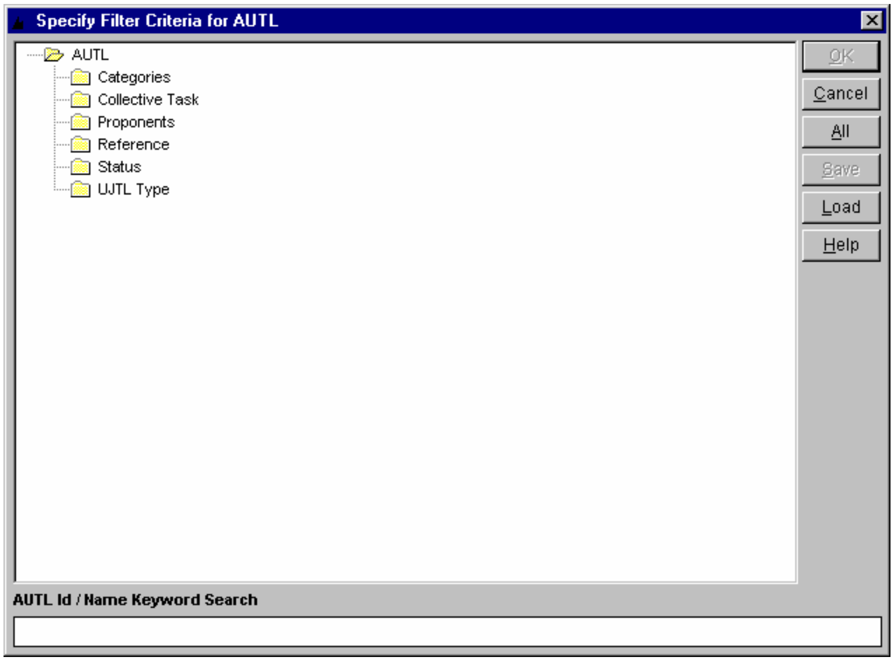


Figure 7-205: Specify Filter Criteria for AUTL Screen

Refer to section 9.2 for additional information on using filters. After choosing the filter, the *AUTL Maintenance* grid (Figure 7-206) displays.

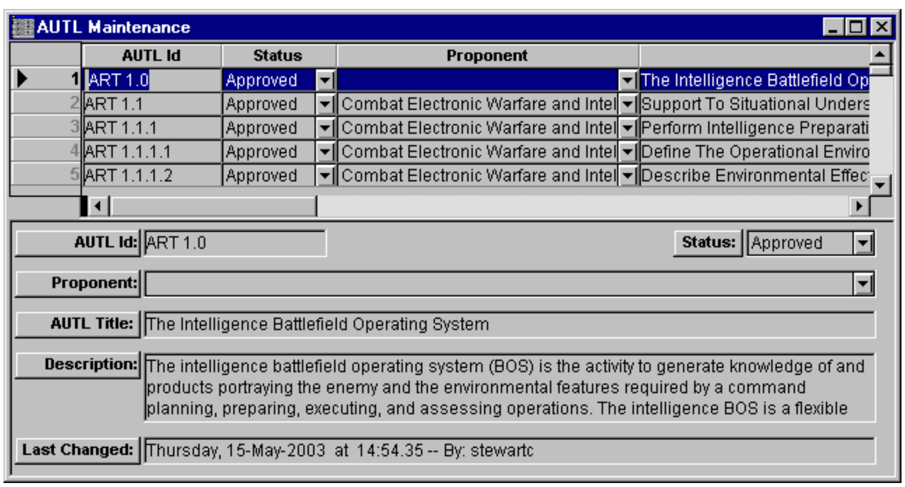


Figure 7-206: Army Universal Task List Maintenance Grid

- The fields on the screen are for viewing only.
- Double-clicking on the row number (or selecting the **Related Data** option from the **Data** menu) will open the tab folder for this selection.

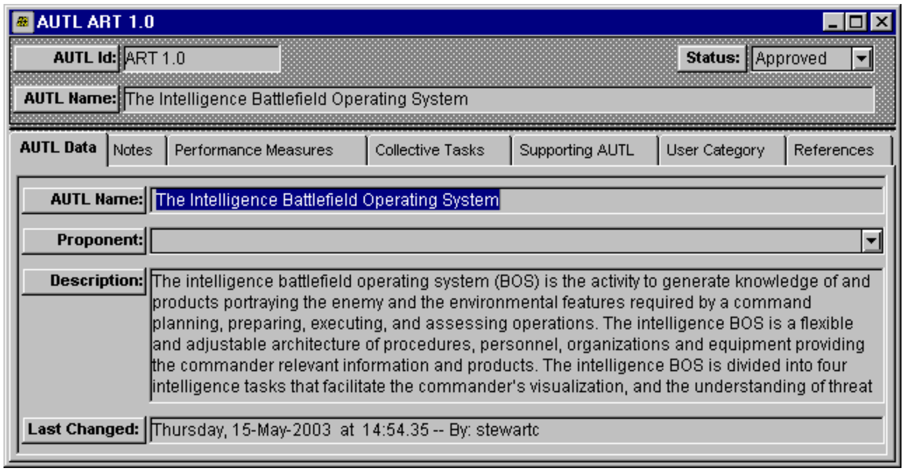


Figure 7-207: AUTL Data Tab Folder

Links made here appear in the following areas in ASAT:

- The **Collective Task Module AUTL** tab.
- The **Products Support Table Supports-AUTL** tab.

The four tabs are described in the following subparagraphs.

AUTL Data Tab

The **AUTL Data** tab (Figure 7-207) provides information on the record previously selected at the *AUTL Maintenance* grid. The **AUTL Data** tab is for viewing purposes only.

Notes Tab

The **Notes** tab (Figure 7-208) displays any notes related to the Army Universal Task List in the header. This tab is presented for viewing purposes only.

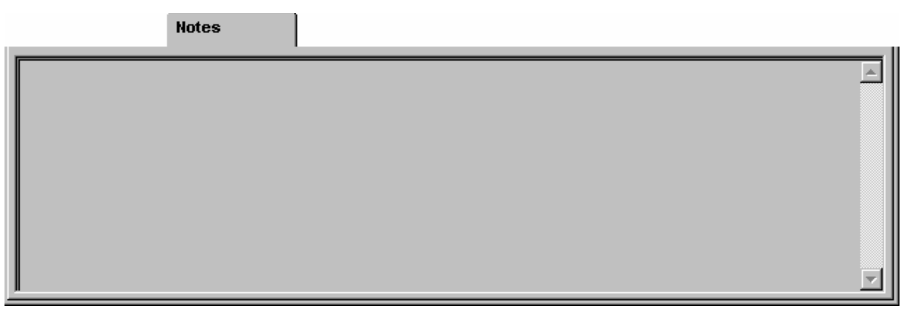
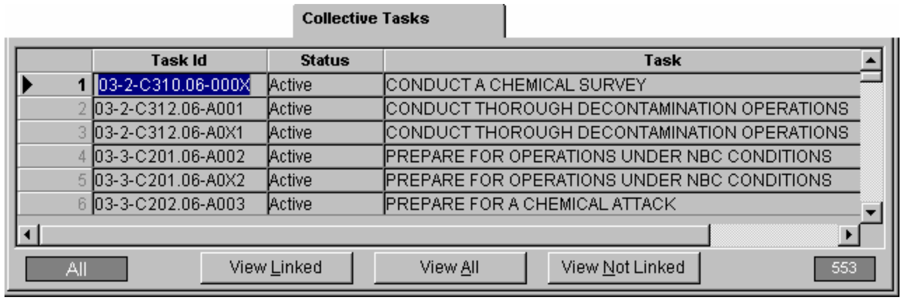


Figure 7-208: AUTL Notes Tab

Collective Tasks Tab

The **Collective Tasks** tab (Figure 7-209) is a **picklist** tab and allows the user to link an AUTL (Army Universal Task List) to the current Collective task.



Collective Tasks

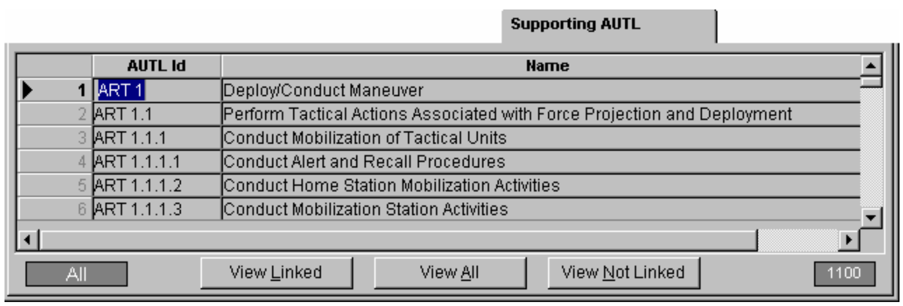
	Task Id	Status	Task
1	03-2-C310.06-000X	Active	CONDUCT A CHEMICAL SURVEY
2	03-2-C312.06-A001	Active	CONDUCT THOROUGH DECONTAMINATION OPERATIONS
3	03-2-C312.06-A0X1	Active	CONDUCT THOROUGH DECONTAMINATION OPERATIONS
4	03-3-C201.06-A002	Active	PREPARE FOR OPERATIONS UNDER NBC CONDITIONS
5	03-3-C201.06-A0X2	Active	PREPARE FOR OPERATIONS UNDER NBC CONDITIONS
6	03-3-C202.06-A003	Active	PREPARE FOR A CHEMICAL ATTACK

Figure 7-209: AUTL Collective Tasks Tab

The **Primary?** field is used to select *Yes* or *No* to indicate if the record is the first (main) reference for the collective task. Click the **Related Data** toolbar button to access the collective task tab folder to view additional information related to the record.

Supporting AUTL Tab

The **Supporting AUTL** tab (Figure 7-210) is a **picklist** tab and allows the user to link AUTL that supports the AUTL displayed in the header of the tab.



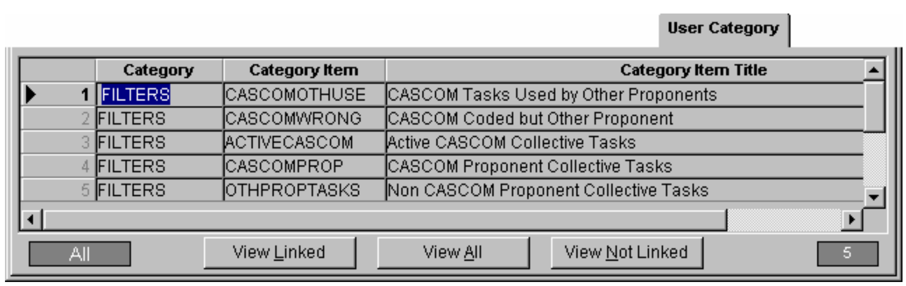
Supporting AUTL

	AUTL Id	Name
1	ART 1	Deploy/Conduct Maneuver
2	ART 1.1	Perform Tactical Actions Associated with Force Projection and Deployment
3	ART 1.1.1	Conduct Mobilization of Tactical Units
4	ART 1.1.1.1	Conduct Alert and Recall Procedures
5	ART 1.1.1.2	Conduct Home Station Mobilization Activities
6	ART 1.1.1.3	Conduct Mobilization Station Activities

Figure 7-210: AUTL Supporting AUTL Tab

User Category Tab

The **User Category** tab (Figure 7-211) is a **picklist** tab and allows the user to link User Category to the AUTL.



User Category

	Category	Category Item	Category Item Title
1	FILTERS	CASCOMOTHUSE	CASCOM Tasks Used by Other Proponents
2	FILTERS	CASCOMWRONG	CASCOM Coded but Other Proponent
3	FILTERS	ACTIVECASCOM	Active CASCOM Collective Tasks
4	FILTERS	CASCOMPROP	CASCOM Proponent Collective Tasks
5	FILTERS	OTHPROPTASKS	Non CASCOM Proponent Collective Tasks

Figure 7-211: User Category Tab

References Tab

The **References** tab (Figure 7-212) displays the product reference for the AUTL in the header. This information is for viewing purposes only.

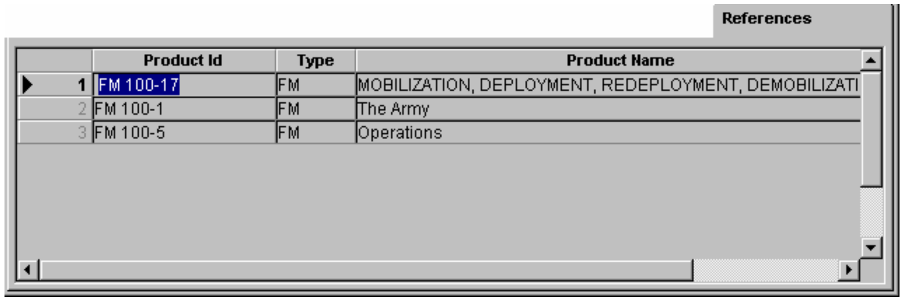


Figure 7-212: AUTL References Tab

Click on the **Related Data** toolbar button to view the Product information related to the record.

7.3.2 Communication Equipment Types

*NOTE: The **Communication Equipment Types** option in the **Support** Module of ASAT is only used in conjunction with the **Simulation Task Analysis** capability in the **Collective** Module. This option was developed in support of STRICOM's development of simulation tasks, and is not to be used by proponents at this time. It is still under development.*

Click **Support** on the Power Panel and click the vertical scroll bar on the Power Panel until **Communication Equipment Types** appears as a choice under the **Collective** section. Double-click **Communication Equipment Types**.

The *Communication Equipment Maintenance* grid (Figure 7-213) is a **grid-detail** view of equipment devices. The *Communication Equipment Maintenance* grid is used to determine which type of device the user will be using for sending transmissions.

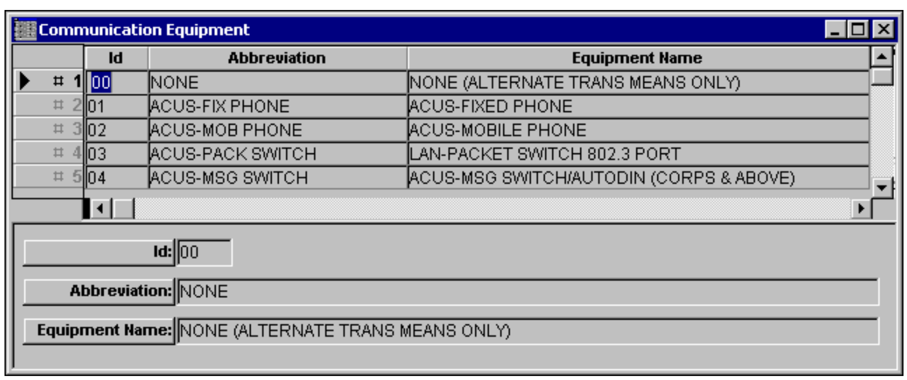


Figure 7-213: Communication Equipment Maintenance Grid

***Note:** Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

To insert a new Communication Device, click the **Insert Record** toolbar button . To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button . The **Edit** and **Insert** action will turn the background on the screen white to enter new information and to edit the editable fields. To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button .

***Note:** Delete is not allowed while editing records.*

The following columns appear on this tab:

Field	Description
Id	Identification (Tag) of the Equipment. The maximum character entry length for this field is two characters (mandatory entry when creating new records.)
Abbreviation	Communication Device Abbreviation.
Equipment Name	Full name of the Communication Device.

7.3.3 Elements

Click **Support** on the Power Panel and click the vertical scroll bar on the Power Panel until **Elements** appears as a choice under the **Collective** section. Double-click on the **Elements** option.

7.3.3.1 Setting an Elements Filter

Because the element table contains a large amount of information, a *Specify Filter Criteria for Elements* window (Figure 7-214) will appear first:

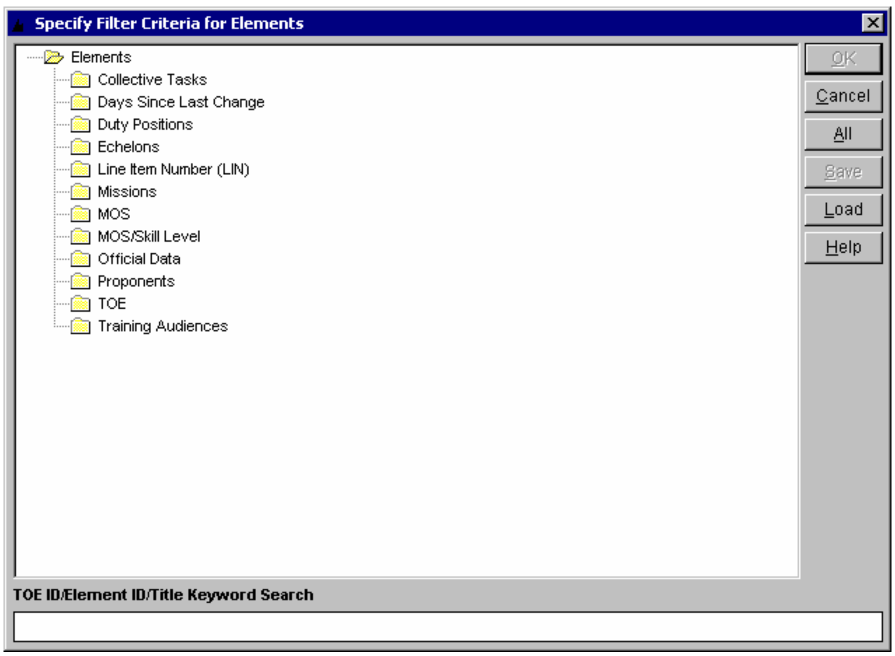


Figure 7-214: Filter Criteria for Elements

On the *Specify Filter Criteria for Elements* window, if you know some related information about the Element that might narrow your search, set the desired filters according to the instructions in section 9.2 and click the **OK** button. The *Elements Maintenance* grid is then populated with the records for the filter selection that have been linked using the TOE table in the **Support** Module.

7.3.3.2 Selecting Element Data

The *Element Maintenance* grid (Figure 7-215) is a **grid-detail** view of Elements.

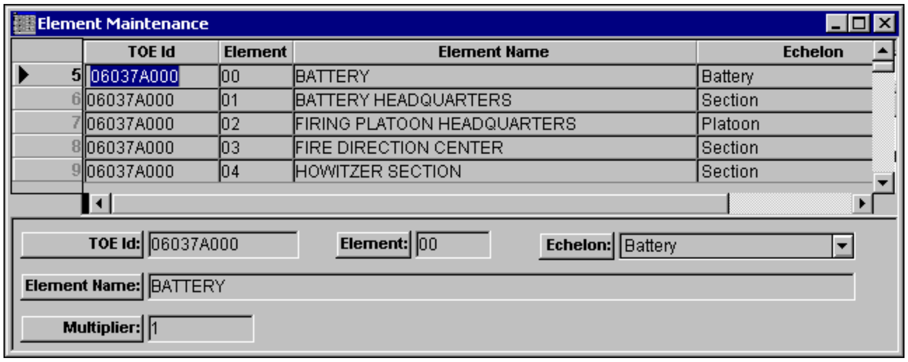


Figure 7-215: Elements Maintenance Grid

The top half of the window is a grid of rows and columns of element data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the element focused on in the grid above. After Element records are created, they provide the picklist for the **Elements/Mission** tab in the **Collective Task** Module tab folder and the resource picklist for the **Training Audience** tabs at the CATS **Create/Edit Action** Module tab folder.

The following columns appear on this tab:

Field	Description
TOE Id	Contains the identification number of the parent TOE. This field cannot be edited.
Element	Contains the paragraph identification number of the parent TOE. When editing, the maximum entry length for this field is four characters (this field must contain an entry.)
Element Name	Contains the title of the element.
Echelon	Identifies the hierarchical level of the unit fighting structure.
Multiplier	Identifies how many of the type of Element that exists within the TOE.

The main purpose of the maintenance grid is to find and click on the element to edit or delete. ***Note:*** **Delete** is not allowed while editing records; also Generic TOEs cannot be modified. After Element records are created, they provide the picklist for the **Elements/Mission** tab in the **Collective Task** Module tab folder and the resource picklist for the **Training Audience** tabs at the CATS **Create/Edit Action** Module tab folder.

Although section 9.3 provides a detailed explanation of all the features of a **grid-detail** window, there are several features listed here as a convenience to help you find the right element.

If you do not know the **Element ID** (**Element** column), but do know a word in the **Element Name**; scroll right and click the column heading **Element Name**. This sets the focus on this column as indicated by the black background. On the menu bar click the **View** menu bar and select **Find Text**. The following window appears:

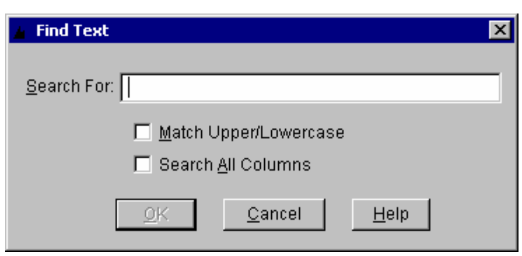


Figure 7-216: Find Text Window

Type in the word to search for in the field and click **OK**. The focus will jump to the first row where the word appears in the title. Click on the **View** menu and choose the **Find Next** option to jump to the next occurrence.

If you wanted to see the titles in alphabetical order to scroll through, double-click the column heading **Element Name** and the names will rearrange into alphabetical order. (Double-click again on the column heading to return to the original format.) For a complex sort, click the **View** menu bar and select the **Sort** option.

To select an existing record for editing, click on the desired row, and then click the **Edit** toolbar button. This action will turn the background on the screen white for the editable fields. To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button. The **Related Data** toolbar button accesses the tab folder to create/edit the related data. If you know some related information about the Element that might narrow your search; from the **View** menu, choose **Filter By**, and then click **Linked Data** to set a filter and reconstitute the **grid-detail** window list.

> ***Note:*** *Delete is not allowed while editing records; also, Generic Element TOEs cannot be modified.*

7.3.3.3 Element Tab Folder

To link Equipment, Missions, Duty Positions, and Collective Tasks to an Element, from the *Element* grid window, click the **Related Data** toolbar button on the menu bar. The following tab folder window appears:

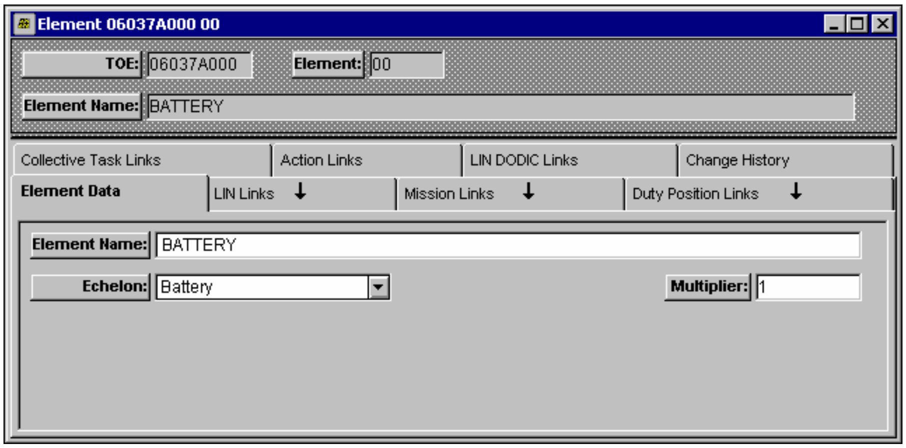


Figure 7-217: Element Tab Folder

The eight tab folder selections available at this window are described in the following subparagraphs.

> ***Note:*** *Only mission and collective task links can be made at the corresponding tab folder window for Generic TOEs. No other modifications are allowed.*

Element Data Tab

The **Element Data** tab (Figure 7-217) is used to edit the selected element data. Refer back to the *Element Maintenance* grid in this section for field definitions.

LIN Links Tab

The **LIN Links** tab (Figure 7-218) is used to link a LIN to an Element. This is a **picklist** tab, but is restricted as a view-only window. Refer to section 9.4.1.3 for instructions on using **picklist** tabs.

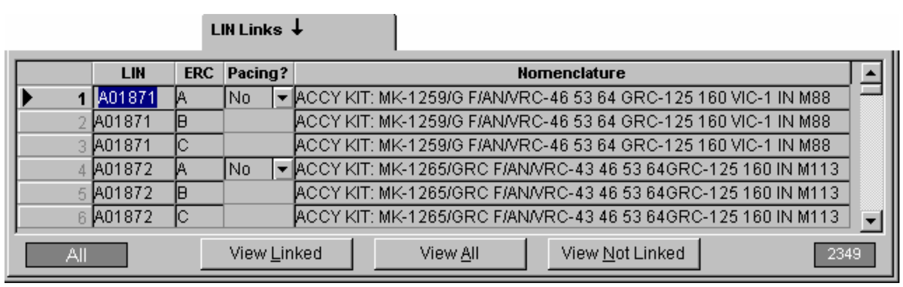


Figure 7-218: LIN Links Tab

The down-arrow on the **LIN Links** tab folder indicates that this is a **drill-down** tab and additional links can be made by choosing the **Related Data** option from the **Data** menu. Refer to the **LIN Links** tab under section 7.2.12, Organization Paragraph, of the **General** Support table for field definitions and additional information on using this **drill-down** tab.

Mission Links Tab

The **Mission Links** tab (Figure 7-219) is a **picklist** tab used to link an element to a Mission. Refer to section 9.4.1.3 for instructions on using **picklist** tabs.

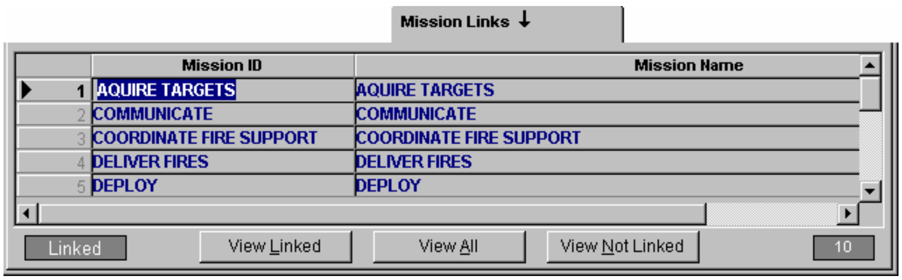


Figure 7-219: Mission Links Tab

The down-arrow on the **Mission Links** tab folder indicates that this is a **drill-down** tab and additional links can be made by choosing the **Related Data** option from the **Data** menu. Refer to the **Mission Links** tab under section 7.2.12, Organization Paragraph, of the **General** Support table for field definitions and additional information on using this **drill-down** tab.

Duty Positions Links Tab

The **Duty Positions** tab (Figure 7-220) is used to link an element to a Duty Position.

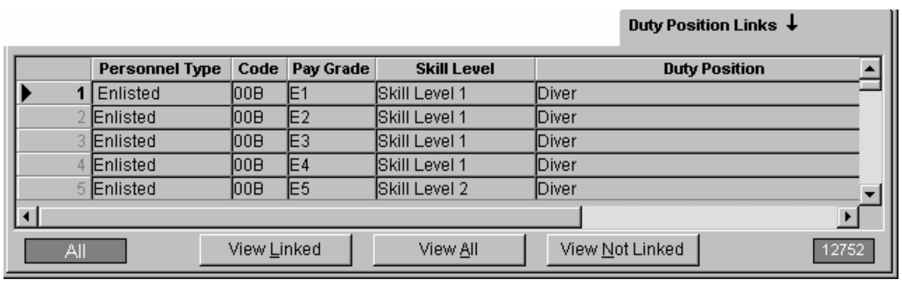


Figure 7-220: Duty Position Links Tab

The down-arrow on the **Duty Position Links** tab folder indicates that this is a **drill-down** tab and additional links can be made by choosing the **Related Data** option from the **Data** menu. Refer to the **Duty Position Links** tab under section 7.2.12, Organization Paragraph, of the **General** Support tables for field definitions and additional information on using this **drill-down** tab.

This is a **picklist** tab, but is restricted to a view-only window of the *Elements Maintenance* grid previously linked to the selected Element in the header. When the **View All** or **View Not Linked** buttons are used, a filter screen will display to assist in defining the selection list.

Collective Task Links Tab

The **Collective Task Links** tab (Figure 7-221) is used to link an element to a Collective Task.

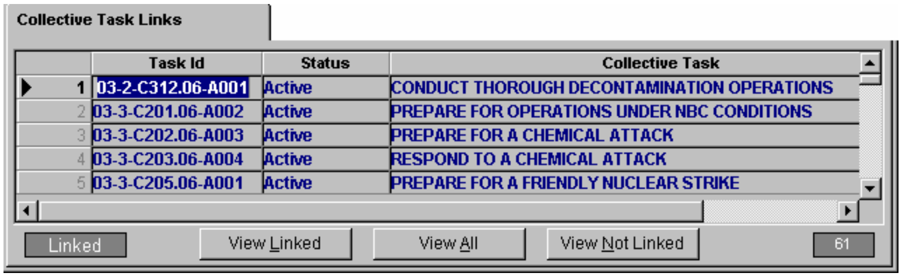


Figure 7-221: Collective Task Links Tab

This is a **picklist** tab used to link one or many collective tasks to the selected Element in the header. Refer to section 9.4.1.3 for instructions on using **picklist** tabs.

When the **View All** or **View Not Linked** buttons are used, a *Specify Filter Criteria for Collective Tasks* screen will display to assist in defining the list from which to select.

The fields at this tab are as follows:

Field	Description
Task Id	The task identification number.
Status	The status of the task (e.g., *Active*, *Proposed*, *Obsolete*.)
Collective Task	The collective task name.
Mission	The descriptive title of the mission. For linked rows (rows appearing in blue typeface), the user may click on a **Show** button located on the last column to view a descriptive list of missions related to the collective task/element. Rows that are not linked will not have the **Show** button feature.

Click on the **Related Data** toolbar button  to access the **Collective Task** tab folder to view additional information.

Action Links Tab

The **Element Action Links** tab (Figure 7-222) displays the action/training audience combination to which this element is linked. This tab is used for viewing purposes only.

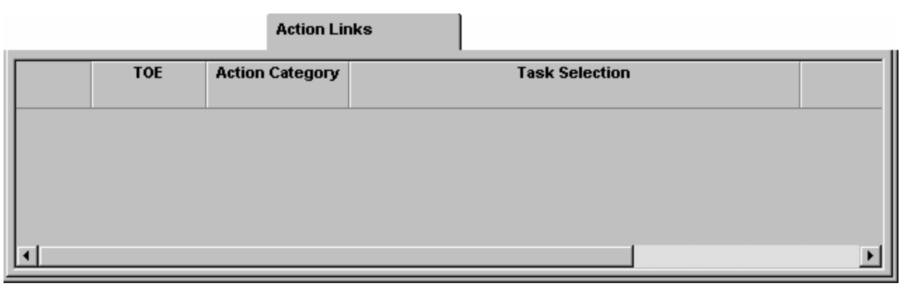


Figure 7-222: Action Links Tab

LIN DODIC Links Tab

The **Element LIN DODIC Links** tab (Figure 7-223) is restricted as a **view-only** window of the LINs previously linked to the selected element in the header. This window shows the relationship between the line item number and the DODIC and how it is used.

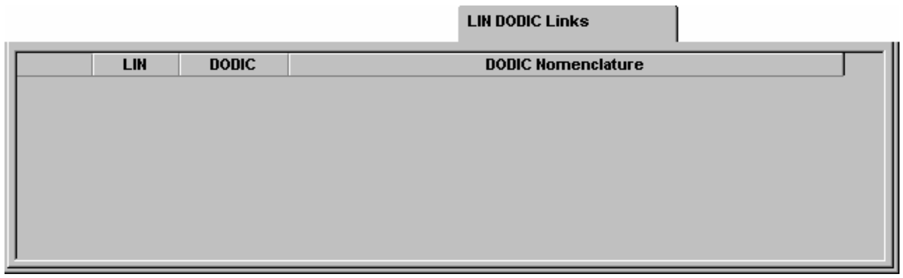


Figure 7-223: LIN DODIC Links Tab

The following columns appear on this tab:

Field	Description
LIN	Displays the Line Item Number.
DODIC	Displays the Department of Defense Identification Code.
DODIC Nomenclature	Displays the name that is associated with the DODIC.

7.3.4 Elements/Missions

The *Elements/Missions Maintenance* grid is the result of selecting the **Elements/Missions** option from the **Support** Module on the Power Panel. Before a maintenance grid is populated with Element/Missions, a *Specify Filter Criteria for Element/Mission* window (Figure 7-224) is displayed:

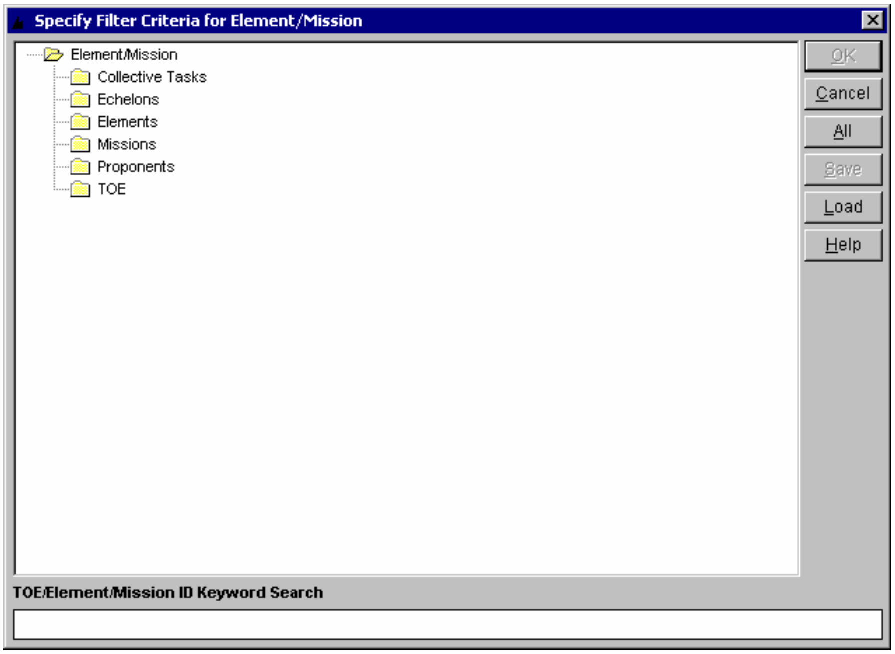


Figure 7-224: Specify Filter Criteria for Elements/Mission Screen

See section 9.2, Filters, for more information about setting up, saving, and loading filters. The most commonly used filters are **Echelons** and **Proponents**.

After making a filter selection, the *Element/Mission Maintenance* grid (Figure 7-225) is populated with the records for the filter selection that have been linked using the TOE table in the **Support** Module. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window. Any previously developed **Element/Mission** will appear in the list.

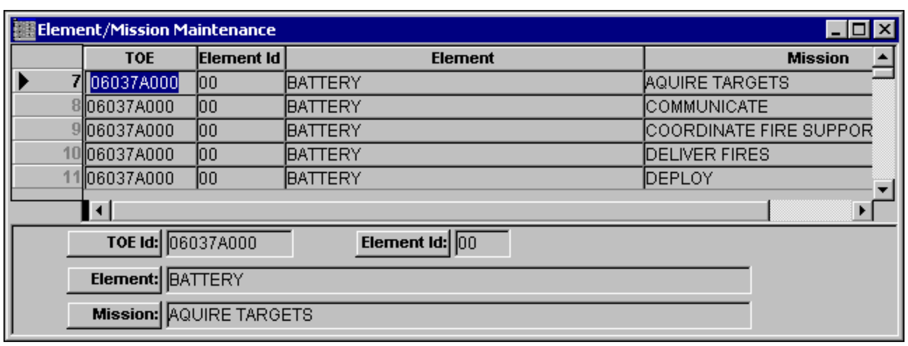


Figure 7-225: Element/Mission Maintenance Grid

This table is used to build a **picklist** of Element/Missions for the **Elements/Mission** tab in the **Collective Task** Module tab folder.

Information at the maintenance grid is for viewing purposes only and cannot be modified. The fields are as follows:

Field	Description
TOE	Displays the TOE identification number.
Element Id	Displays the identification number for an element.
Element	Displays the title of an Element.
Mission	Displays the title of the Mission.

7.3.4.1 Element/Missions Tab Folder

Double-click on the selected **Element/Mission** in order to reach the **Element/Mission** tab folder to allow the linking of **Related Data** or click on the **Related Data** toolbar button . This will reveal the **Collective Task Links** tab (Figure 7-226):

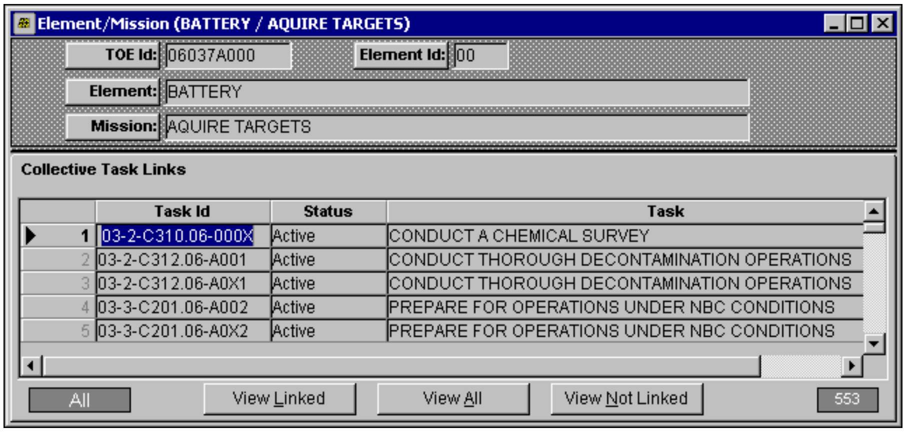


Figure 7-226: Collective Task Links Tab

Notice the Header is focused on the selected Element/Mission allowing one or many linkages on the tab folder. This tab is a **picklist** tab used to link one or many collective tasks to the selected Element in the header. Refer to section 9.4.1.3 for instructions on using **picklist** tabs. The information used to link data at this window includes:

Field	Description
Task Id	Task identification number.
Status	Contains the category code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Task	Title of the collective task.

Click the **Related Data** toolbar button to access the collective task tab folder to view additional information.

When the **View All** or **View Not Linked** buttons are used, a filter window for collective tasks will display to assist in defining the list from which to select.

7.3.5 Information Products

NOTE: *The* ***Information Product*** *option in the* ***Support*** *Module of ASAT is only used in conjunction with the* ***Simulation Task Analysis*** *capability in the* ***Collective*** *Module. This option was developed in support of STRICOM's development of simulation tasks, and is not to be used by proponents at this time. It is still under development.*

This table lists specific message format types and is used to populate the step ratings window under the **Simulation Task Analysis** menu option on the **Collective** tab on the Power Panel. Scroll to the **Information Products** option under the **Collective** section of the **Support** Module and double-click on the title or click on the **Open** button. The *Information Product* maintenance grid (Figure 7-227) will appear:

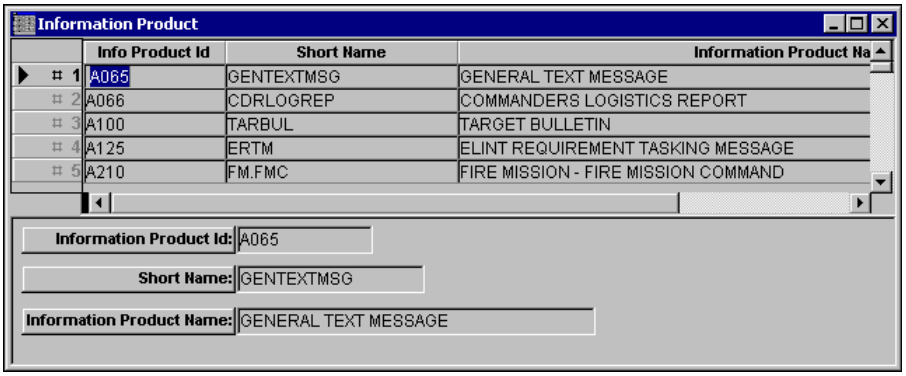


Figure 7-227: Information Product Maintenance Grid

Note: *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

The *Information Product* screen is a **grid-detail** view of the **Information Products**. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window. Any previously developed **Information Products** will appear in the list.

To insert a new record, click the **Insert Record** toolbar button . To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button . The **Edit** and **Insert** action will turn the background on the screen white to enter new information and to edit the editable fields. To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button .

Note: Delete *is not allowed while editing records.*

The following columns appear on this grid:

Field	Description
Info Product Id	Code used to identify the Information Product. The maximum character entry length for this field is six characters (mandatory entry when creating new records.)
Info Product Short Name	Abbreviation of the Information Product.
Information Product Name	Full name of the Information Product.

7.3.6 Missions

This table is used to build a list of Missions for linking to the **Elements/Missions** and **MTP/Unit Type** tabs located on the **Collective Task** tab folder. It is also used to build a list of Missions for linking on the **MTP/Unit Type** tabs on the **Product** (MTP product type) tab folder.

7.3.6.1 Create/Edit Mission

On the Power Panel, click the **Support** button, double-click on the **Mission** option or highlight it and click the **Open** button. The *Mission Maintenance* grid (Figure 7-228) appears as a **grid-detail** view of the Mission information. Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window. Any previously developed Mission will appear in the list.

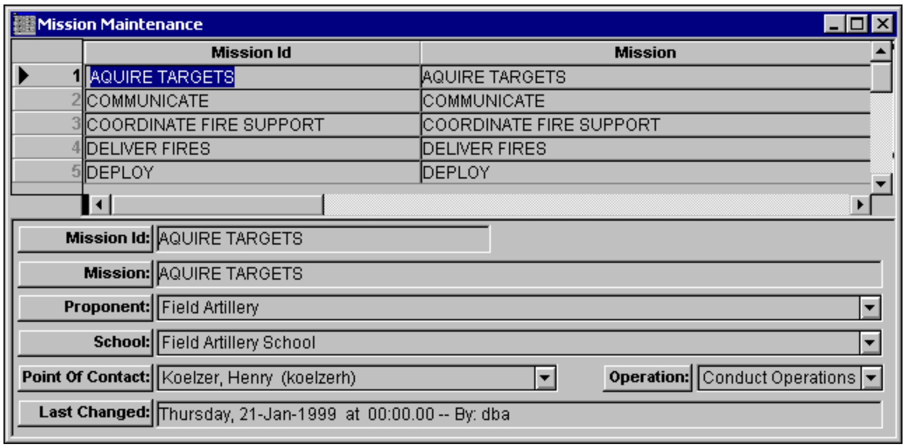


Figure 7-228: Mission Maintenance Grid

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above. This table is used to build a **picklist** of missions for linking to **Mission Data**, **Mission Description**, **Element Links**, **MTP/Unit Type Links**, and **Collective Tasks Links**.

*Note: **Delete** is not allowed while editing records, also Generic Missions cannot be modified.*

The following fields appear on this window:

Field	Description
Mission Id	Enter the Mission Identification number. The maximum entry length for this field is 30 characters (mandatory entry when creating a new record.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Mission	Enter the descriptive title of the Mission.
Proponent	Enter the series number, as found in AR 25-30, which represents the functional proponent for the Mission.
School	Enter the school or agency responsible for the Mission.
Point of Contact	Enter the designated personnel for point of contact.
Operation	Enter the procedure for the Mission.
Last Changed	Displays the date of the latest change. Double-click in the field to view details on the last person to make a change. This field cannot be edited from this window. ASAT updates this field automatically when changes are made to the Mission.

- To edit the items in the **detail** window, click the **Data** menu on the menu bar and then click **Edit Record** or click the **Edit** toolbar button. The items with a white background may be edited by clicking on them.
- To insert a new item, click the **Data** menu on the menu bar and then click **Insert Record** or click the **Insert Record** toolbar button .

- To delete a record, click the **Data** menu on the menu bar and then click **Delete Record** or click on the **Delete Record** toolbar button .

To add a new mission, on the *Mission Maintenance* grid, click the **Insert Record** toolbar button to open up a blank-record line in the list. In the **Mission Id** column enter an identifier for the Mission. In the **Mission** column enter a name that is long enough to define the Mission. Click the **Update Data** toolbar button to save the new Mission record. See section 7.3.6.2 for more information about editing related mission data.

7.3.6.2 Mission Tab Folder

Another purpose of the *Mission Maintenance* grid is to double-click on the selected **Mission** in order to reach the **Mission** tab folder to allow the linking of related data.

To access the **Mission** tab folder click on the **Related Data** toolbar button or choose the **Data** menu and then select the **Related Data** option on the **Mission Maintenance** menu bar. This will reveal six tabs: **Mission Data**, **Mission Description**, **Collective Tasks Links**, **Element Links**, **MTP/Unit Type Links**, and **ATM Links**.

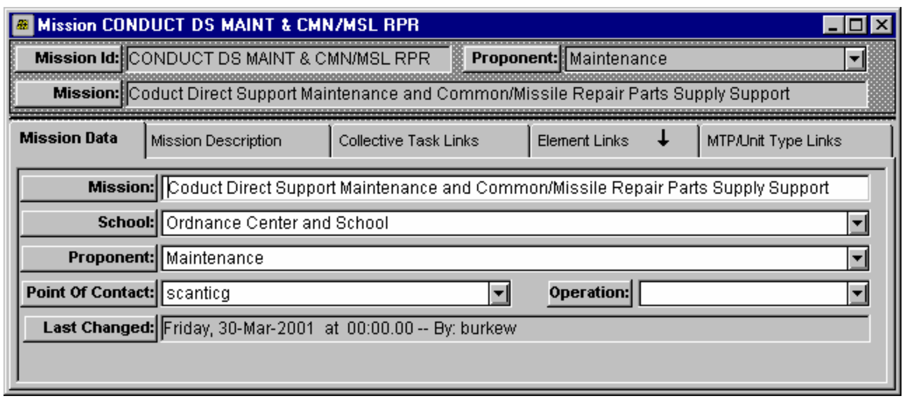


Figure 7-229: Mission Tab Folder

Notice the Header is focused on the selected **Mission** allowing one or many linkages on each tab. These tabs are **detail**, **block-text**, and **picklist** tab. Refer to section 9.4.1.1 for instructions on using **detail** tabs. Refer to section 9.4.1.2 for instructions on using **block-text** tabs. Refer to section 9.4.1.3 for instructions on using **picklist** tabs. The six tab folder selections available at this window are described in the following subparagraphs.

> ***Note:*** *Only **Collective Task Links**, **Element Links**, and **MTP/Unit Type Links** can be made at the corresponding tab folder for Generic Missions. No other modifications are allowed.*

Mission Data Tab

The **Mission Data** tab (Figure 7-229) is a **detail** tab type used for editing the selected mission data.

The following fields appear on this tab:

Field	Description
Mission	Displays the descriptive title of the Mission.
School	Displays the school or agency responsible for the Mission.
Proponent	Displays the series number, as found in AR 25-30, which represents the functional proponent for the Mission.
Point of Contact	Displays the designated personnel for point of contact. Double-click in the field to access a window containing details on the individual associated with the record.
Operation	Displays the procedure for the Mission.
Last Change	Displays the date of the latest change. Double-click in the field for details on the person who made the most recent change to the record. This field cannot be edited from this window. ASAT updates this field automatically when changes are made to the Mission.

Mission Description Tab

The **Mission Description** tab (Figure 7-230) is a **block** tab used to link a Mission Description to a Mission. Refer to section 9.4.1.2 for instructions on using **block** tabs.

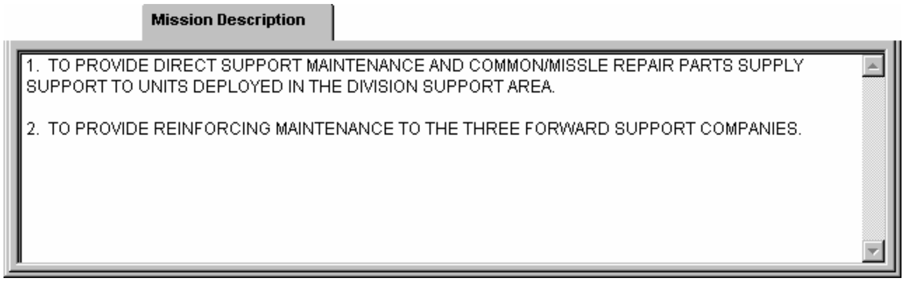


Figure 7-230: Mission Description Tab

Collective Task Links Tab

The **Collective Task Links** tab (Figure 7-231) is a **picklist** used to link one or many collective tasks to the selected **Mission** in the header. When the **View All** or **View Not Linked** buttons are clicked, the *Specify Filter Criteria for Collective Task* screen will display to assist in defining the list of Collective tasks from which to select. Refer to section 9.4.1.3 for instructions on using **picklist** tabs. Click on the **Related Data** toolbar button to view additional related data.

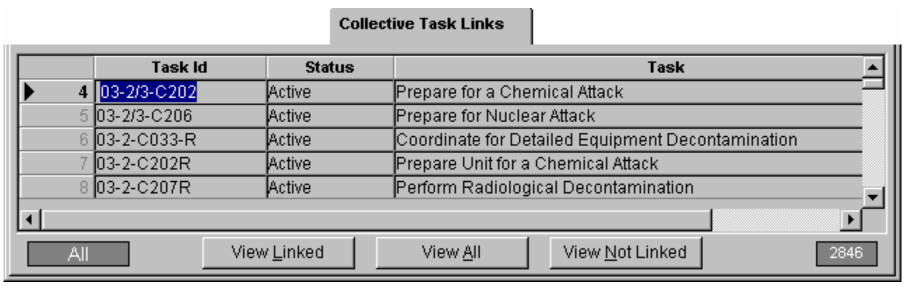


Figure 7-231: Collective Task Links Tab

The following columns appear on this tab:

Field	Description
Task Id	The Task Identification number.
Status	Contains the Mission code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Task	The title of the collective task.
Elements	The descriptive title of the elements. For linked rows (rows appearing in blue typeface), the user may click on a **Show** button located on the last column to view a descriptive list of elements related to the collective task/mission. Rows that are not linked will not have the **Show** button feature.

Elements Links Tab

The **Element Links** tab (Figure 7-232) is a **picklist** used to link one or many **Elements** to the selected **Mission** in the header. Refer to section 9.4.1.3 for instructions on using **picklist** tabs.

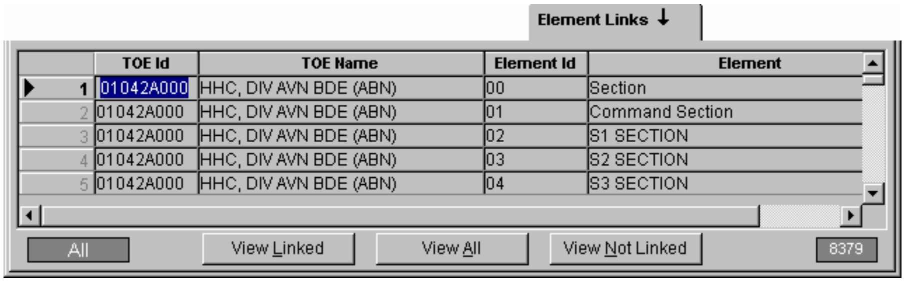


Figure 7-232: Element Links Tab

The following columns appear on this tab:

Field	Description
TOE Id	Organization identification number.
TOE Name	The unit descriptive title.
Element ID	The identification number for an element.
Element	The title of an element.

The down-arrow on the **Element Links** tab folder is an indicator that this is a **drill-down** tab and additional data can be related to the **Mission**.

To access the **Element Links** tab folder click on the **Related Data** toolbar button  or choose the **Data** menu and then select the **Related Data** option on the **Mission** menu bar. This will reveal one tab; the **Collective Task Links** tab, shown as follows:

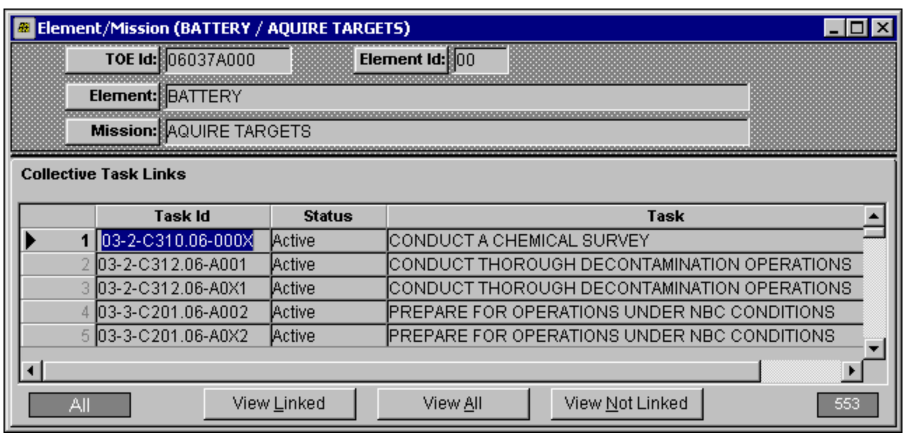


Figure 7-233: Collective Task Links Tab

This is a **picklist** tab used to link one or many collective tasks to the selected element in the header.

When the **View All** or **View Not Linked** buttons are used, a filter window for collective tasks will display to assist in defining the list from which to select.

Additional data can be linked to collective tasks by clicking on the **Related Data** toolbar button.

The following columns appear on this tab:

Field	Description
Task Id	The task identification number.
Status	The status of the task (e.g., *Active*, *Proposed*, *Obsolete*.)
Collective Task	The collective task name.
Mission	The descriptive title of the Mission. For linked rows (rows appearing in blue typeface), the user may click on a **Show** button to view a descriptive list of missions related to the collective task/element. Rows that are not linked will not have the **Show** button feature.

MTP/Unit Type Links Tab

The **MTP/Unit Type Links** tab (Figure 7-234) is a **picklist** used to link one or many **MTPs** to the selected **Mission** in the header. If the MTP/Unit Type is not available in the picklist, add it at the grid list at the **Create/Edit MTP/Drill Book** option under the **Development** section of the **Collective** Module of the Power Panel to make the choice available here. The **MTP/Unit Type** and **Title** are view-only fields.

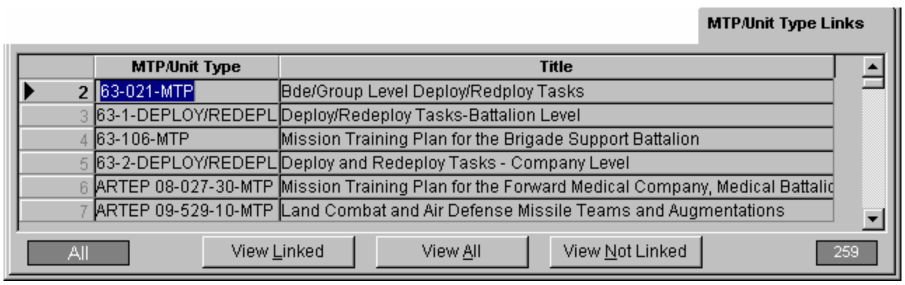


Figure 7-234: MTP/Unit Type Links Tab

The following columns appear on this tab:

Field	Description
MTP/Unit Type	The MTP/Unit Type identifier.
Title	The title of the MTP/Unit Type.

Click on the **Related Data** toolbar button to access a product type tab folder to view additional related data.

7.3.7 TOE

This table is used to build a **picklist** of TOEs for linking to the following areas of ASAT:

- The **TOE** tab under the **Collective** Module **Create/Edit MTP** option.
- The **Organization** tab for Products (e.g., ARs, FMs.)
- The **Support** Module Element table (using the **Element Links** tab listed below.)
- The **Element/LIN Links** and **Element/Duty Position Links** tabs in the Element Support table (see **TOE: Resources** tab in section 7.3.7.2).

The records in this table are TOE type organizations only.

7.3.7.1 Create/Edit TOE

On the Power Panel, click the **Support** button, double-click on the **TOE** option or highlight the title and click the **Open** button. A *Specify Filter Criteria for TOE* screen (Figure 7-235) appears first allowing you to define the picklist of information to appear on the maintenance grid.

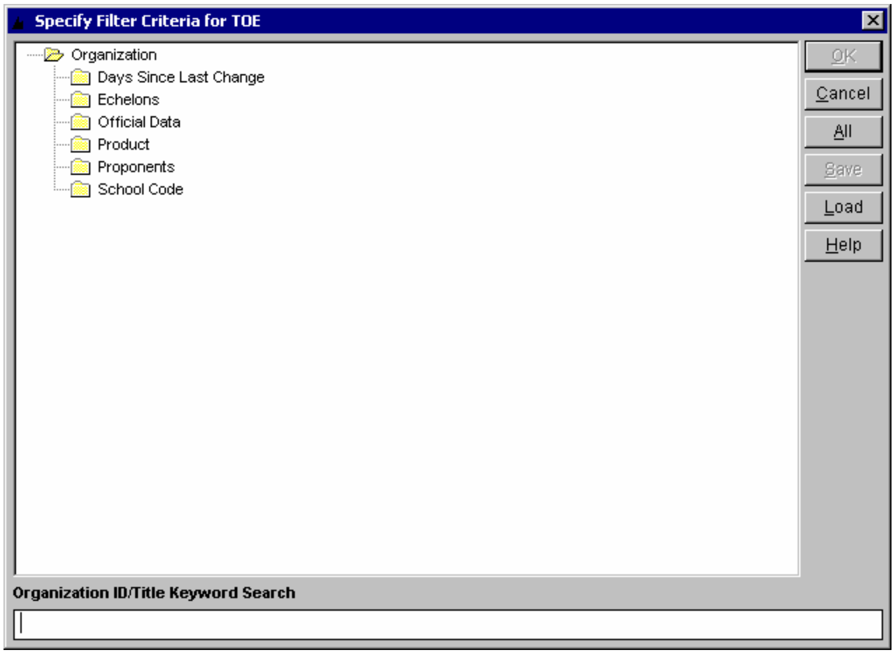


Figure 7-235: TOE Filter Screen

Refer to section 9.2 for complete information on using ASAT filters. After choosing a filter, the *TOE Maintenance* grid (Figure 7-236) will appear:

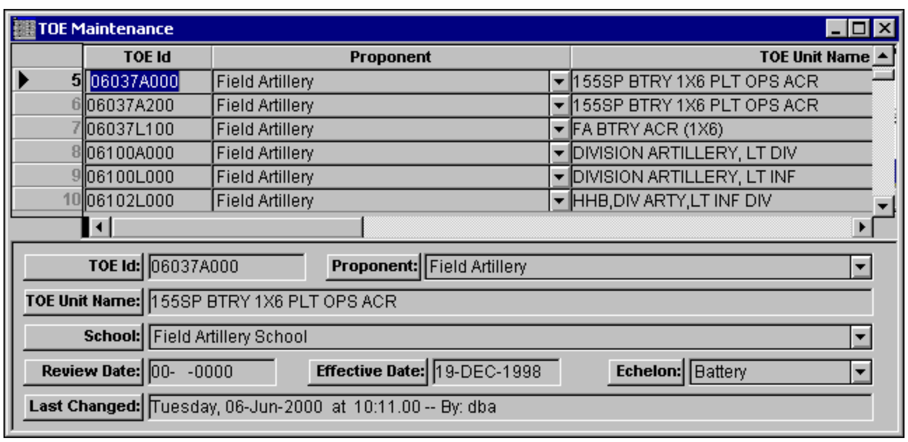


Figure 7-236: TOE Maintenance Screen

The top half of the window is a grid of rows and columns of TOE data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the TOE focused on in the grid above.

The following fields appear on this window:

Field	Description
TOE Id	Contains the identification number of the parent TOE. The maximum entry length for this field is 15 characters (mandatory entry when creating a new record.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Proponent	Contains the name of the proponent.
TOE Unit Name	Contains the title of the TOE.
School	Contains the school/agency associated with the TOE.
Echelon	Contains the Army unit.
Effective Date	The date the TOE becomes effective.
Review Date	Contains review date of the unit.
Last Changed	Contains the date of the latest change. This field cannot be edited from this window. ASAT automatically enters the information when changes are made to the TOE. Double-click on the field to view details on the person.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

- To edit the items in the **detail** window, click **Data** on the menu bar and then click **Edit Record** or click on the **Edit** toolbar button . The items with a white background may be edited by clicking on them.

> ***Note:*** *The **Identification Type** and **Last Changed** field can only be entered for a newly inserted record. Also, Generic TOEs cannot be modified.*

The following explanation will give an example of adding a new **Organization (TOE)**. On the *TOE Maintenance* grid, click the **Insert Record** button to open up a blank-record line in the list. Enter the information in each column as defined above.

- Click the **Update Data** button to save the new TOE record.

Although section 9.3 provides a detailed explanation of all the features of a **grid-detail** window, there are several features listed here as a convenience to help you find the right TOE.

If you do not know the **TOE Id** (TOE column), but do know a word in the **TOE Name**; scroll right and click the column heading **TOE Name**. This sets the focus on this column as indicated by the black background. On the menu bar click the **View** menu and then choose **Find Text**. The following window appears:

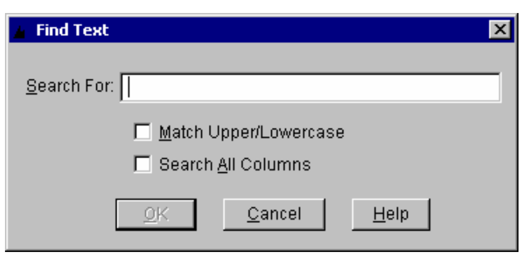


Figure 7-237: Find Text Window

- Type the word to search for in the field and click **OK**. The focus will jump to the first row where the word appears in the title. Click on the menu bar and choose **View** and then select **Find Text** to jump to the next occurrence.
- If you wanted to see the titles in alphabetical order to scroll through, double-click the column heading **TOE Name** and the names will rearrange into alphabetical order. (Double-click again on the column heading to return to the original format.) For a complex sort, click the **View** menu and choose **Sort** on the menu bar.
- If you know some related information about the TOE that might narrow your search, click on the menu bar **View**, select **Filter By** then choose **Linked Data** to set a filter and reconstitute the **grid-detail** window list.

7.3.7.2 TOE Tab Folder

Another purpose of the *TOE Maintenance* grid is to double-click on the selected TOE in order to reach the **TOE** tab folder to allow the linking of related data.

To access the **TOE** tab folder (Figure 7-238) click on the **Related Data** toolbar button or choose the **Data** menu and select the **Related Data** option.

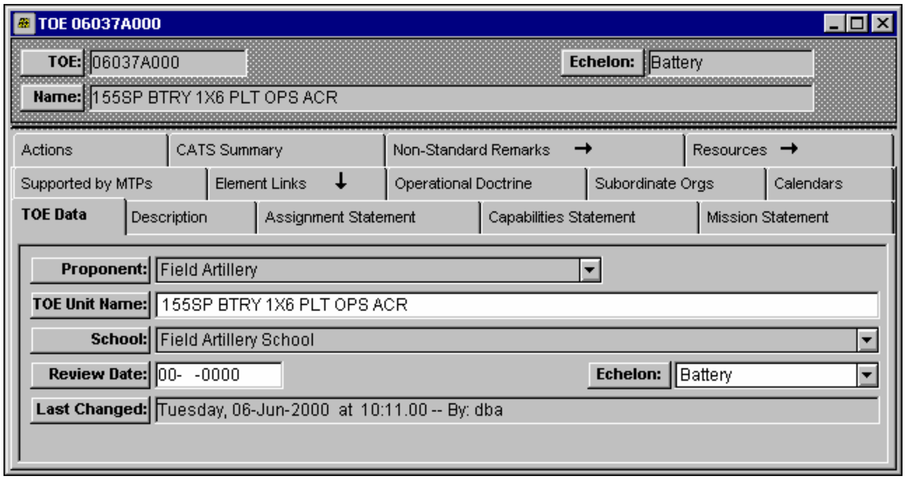


Figure 7-238: TOE Tab Folder

Notice the Header is focused on the selected **TOE** allowing one or many linkages on each tab folder. The tabs are **detail**, **block-text**, **picklist**, and **insert** tabs. Refer to section 9.4.1.1 for instructions on using **detail** tabs. Refer to section 9.4.1.2 for instructions on using **block** tabs. Refer to section 9.4.1.3 for instructions on using **picklist** tabs. Refer to section 9.4.1.4 for instructions on using **insert** tabs.

The tab selections available at this window are described in the following subparagraphs.

TOE Data Tab

The **TOE** data tab (Figure 7-238) is used for editing data of the selected TOE. Refer back to the *TOE Maintenance* grid for field definitions. Refer to section 9.4.1.1 for instructions on using **detail** tabs.

Description Tab

The **Description** tab (Figure 7-239) is a **block** tab used to enter and edit a description related to the Unit/TOE in the area provided.

Figure 7-239: Description Tab

Assignment Statement Tab

The **Assignment Statement** tab (Figure 6-259) is a **block** tab used to link an Assignment Statement to an Organization. Refer to section 9.4.1.2 for instructions on using **block** tabs.

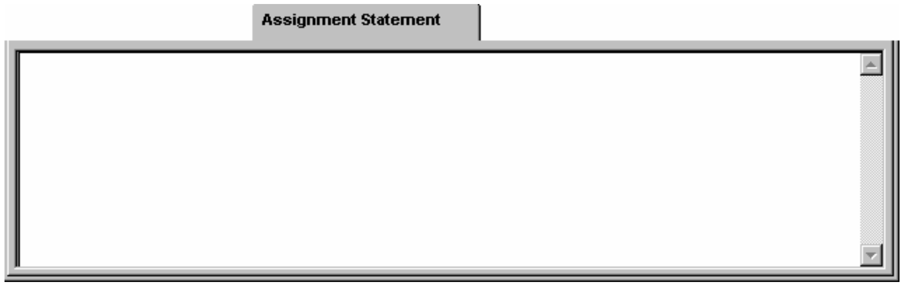


Figure 7-240: Assignment Statement Tab

Capabilities Statement Tab

The **Capabilities Statement** tab (Figure 7-241) is a **block** tab used to link a Capabilities Statement to a TOE. Refer to section 9.4.1.2 for instructions on using **block** tabs.

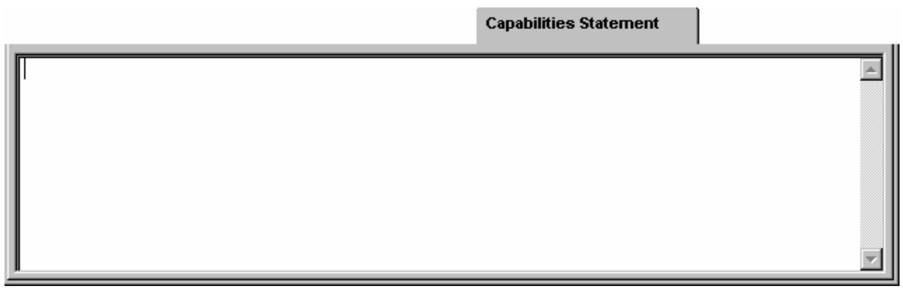


Figure 7-241: Capabilities Statement Tab

Mission Statement Tab

The **Mission Statement** tab (Figure 7-242) is a **block** tab used to link a Mission Statement to a TOE. Refer to section 9.4.1.2 for instructions on using **block** tabs.

Figure 7-242: Mission Statement Tab

Supported by MTPs Tab

The **Supported by MTPs** tab (Figure 7-243) is a **picklist** tab used to link one or many products to the selected TOE in the header. Refer to section 9.4.1.3 for instructions on using **picklist** tabs.

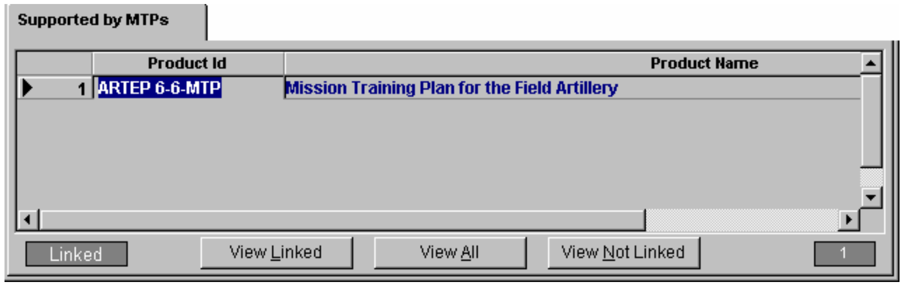


Figure 7-243: Supported by MTPs Tab

The following columns appear on this tab:

Field	Description
Product Id	Identification number of the Product.
Product Name	Title of the Product.

When the **View All** or **View Not Linked** buttons are clicked on, a *Specify Filter Criteria for Products* screen appears to choose the type of products that will appear on this tab.

Elements Links Tab

The **Element Links** tab (Figure 7-244) is an **insert** tab used to link one or many **Elements** to the selected TOE in the header. Refer to section 9.4.1.4 for complete instructions on using **insert** tabs.

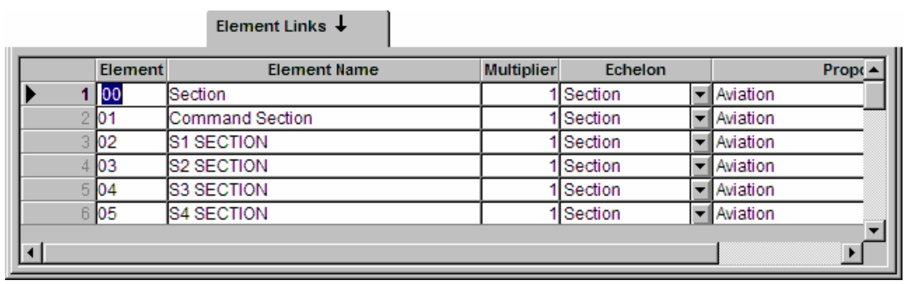


Figure 7-244: Element Links Tab

The following columns appear on this tab:

Field	Description
Element	Enter the name of the element.
Element Name	Enter the name of the element within the TOE.
Multiplier	Indicates how many of the element types exist within the TOE.
Echelon	Select the hierarchical level of the unit fighting structure.
Proponent	Select the functional proponent for the TOE.

The following explanation will give an example of adding a new **Element**. On the **Element** tab folder, click the **Insert Record** toolbar button to open up a blank-record line in the list. Enter the information in each column.

- Click the **Update Data** button to save the new **Element** record.

- The down-arrow on the **Element Links** tab is an indicator that it is a **drill-down** tab and additional data can be related to the **TOE-Element** combination.

To access the **Element** tab folder click on the **Related Data** toolbar button or choose the **Data** menu and select the **Related Data** option. This will reveal eight tabs: **Element Data**, **LIN Links**, **Mission Links**, **Duty Position Links**, **Collective Task Links**, **Action Links**, **LIN DODIC Links**, and **Change History**.

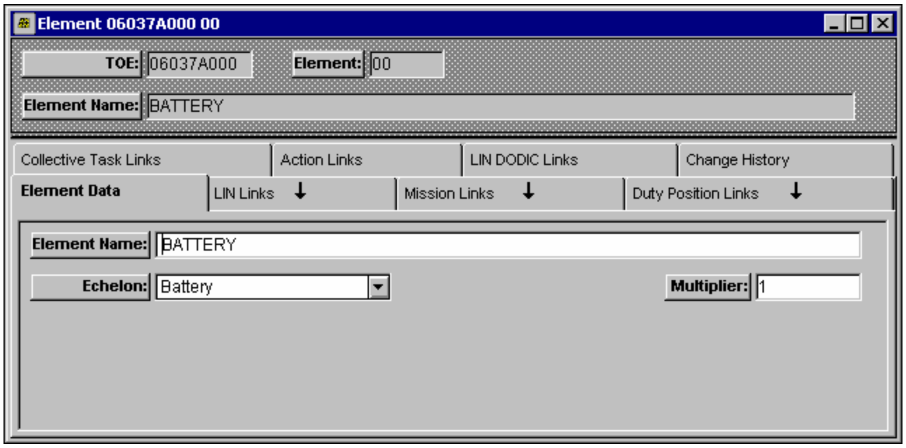


Figure 7-245: Element Links Tab Folder

The eight tabs were described previously under the **Element** tab folder section of the Support Tables (section 7.3.4.3.)

Operational Doctrine Tab

The **Operational Doctrine** tab (Figure 7-246) is a **picklist** tab used to link one or many products to the selected Operational Doctrine in the header. Refer to section 9.4.1.3 for instructions on using **picklist** tabs.

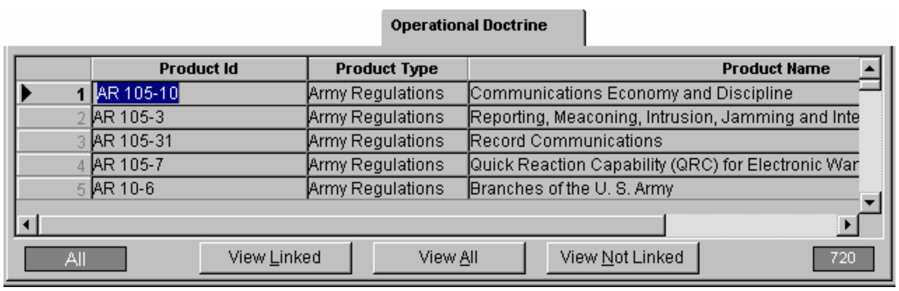


Figure 7-246: Operational Doctrine Tab

> ***Note:*** *Only Army Regulations (ARs), Field Manuals (FMs), Joint Publications (JPs), and Training Circulars (TCs) are allowed to be linked. The export for products will only consider the organizations for these types.*

The following columns appear on this tab:

Field	Description
Product Id	Identification number of the Product.
Product Type	Indicates the type as *Field Manual*, *Training Circular*, etc.
Product Name	Title of the Product.

Additional data can be linked by clicking on the **Related Data** toolbar button. This brings up the products tab folder.

Subordinate Orgs Tab

The **Subordinate Orgs** tab (Figure 7-247) is a **picklist** used to link one or many products to the selected **Subordinate Orgs** in the header. Refer to section 9.4.1.3 for instructions on using **picklist** tabs.

Figure 7-247: Subordinate Orgs Tab

The following columns appear on this tab:

Field	Description
Org Id	Identification number of the organization.
Identification Type	Indicated type as TOE, MTOE, TDA, etc.
Organization Name	Title of the Organization.
Multiplier	Enter how many of the Element types exist within the TOE.

Calendars Tab

This information represents calendars that are based on the TOE specified in the header. The calendar depicts the performance of a CATS strategy. This is a view-only tab.

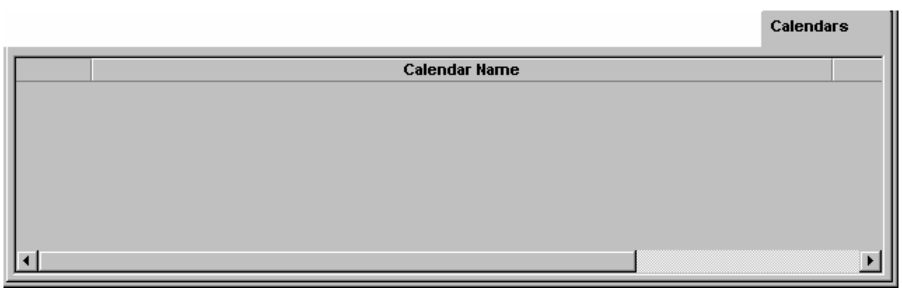


Figure 7-248: Calendars Tab

The following columns appear on this tab:

Field	Description
Calendar Name	Displays the name that is associated with the calendar.
Calendar ID	Displays the identification number of the calendar.
Calendar Version	Displays the current version of the calendar.

Actions Tab

The **Actions** tab (Figure 7-249) shows all the actions that are based on the TOE specified in the header.

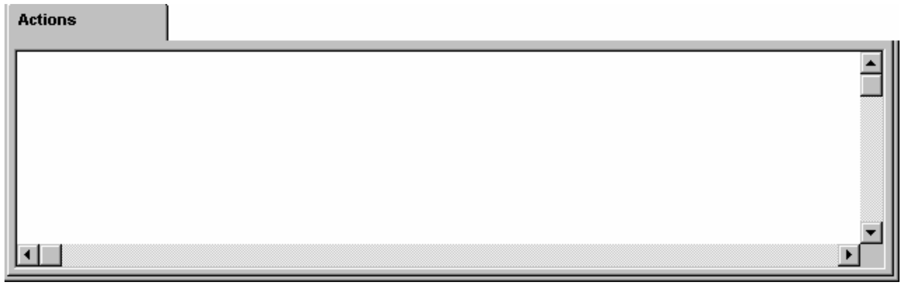


Figure 7-249: Actions Tab

CATS Summary

The **CATS Summary** tab (Figure 7-250) is a **block** data tab used to enter a summary of the purpose of the data entered for the Unit/TOE and the outcome desired.

Figure 7-250: CATS Summary Tab

Non-Standard Remarks Tab

The arrow next to this tab is an indicator that there are additional tabs that can be related to the TOE. The non-standard remarks tabs include **Non-Standard Equipment Remarks** and **Non-Standard Personnel Remarks**. Each tab is described in the following subparagraphs.

- **Non-Standard Equipment Remarks Tab**

The **Non-Standard Equipment Remarks** tab (Figure 7-251) is an **insert** tab that allows the user to enter a non-standard equipment remark for the TOE/Organization identified in the header. Non-standard remarks are developed when standard remark codes are inadequate. Although standard and non-standard remarks are both authorized for use, emphasis will be placed upon maximum use of standard remarks. Refer to section 9.4.1.4 for details on using **insert** tabs.

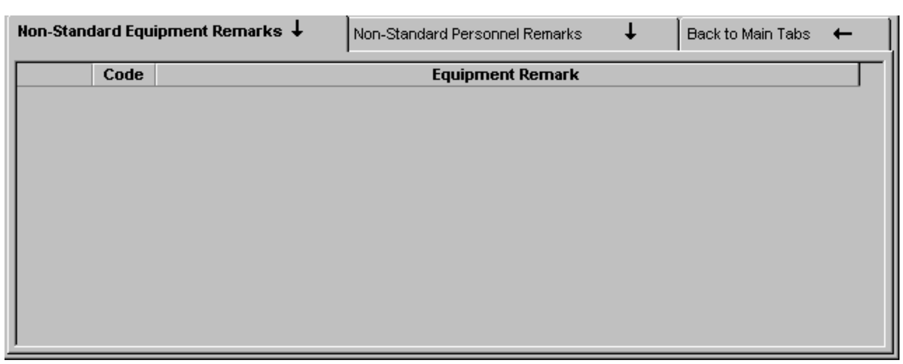


Figure 7-251: Non-Standard Equipment Remarks Tab

The following columns appear on this tab:

Field	Description
Code	Used to enter a non-standard equipment code (any three-digit number <u>not</u> from 100 through 999 or any three letter combination from AAA-ZZZ. ***Note:*** three character non-standard number/letter combinations can be used (e.g., A01, B22.) Refer to AR 71-31 for details on standard and non-standard remarks.
Equipment Remark	Used to enter the equipment remark description.

This tab is also a **drill-down** tab. After entering the nonstandard remark, the **Related Data** menu option or the **Related Data** toolbar button can be used to edit/review the remark information and to view equipment/element links for the record. The following two tabs will display.

- **Non-Standard Equipment Remarks Data Tab**

The **Non-Standard Equipment Remarks Data** tab (Figure 7-252) is a **block** data tab used to review and edit information entered at the **Non-Standard Remarks: Equipment Remarks** tab. Refer to section 9.4.1.2 for details on using **block** data tabs.

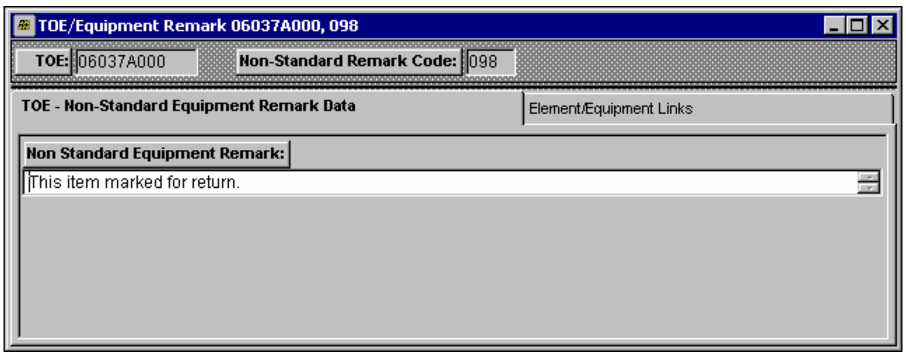


Figure 7-252: Non-Standard Equipment Remarks Data Tab

- **Element/Equipment Links Tab**

The **Element/Equipment Links** tab (Figure 7-253) is used to view the Element/Equipment Position links made at the **LIN (Equipment)/Element Links** tab folder **- Non-Standard Remarks** tab. The information displayed here is for viewing purposes only.

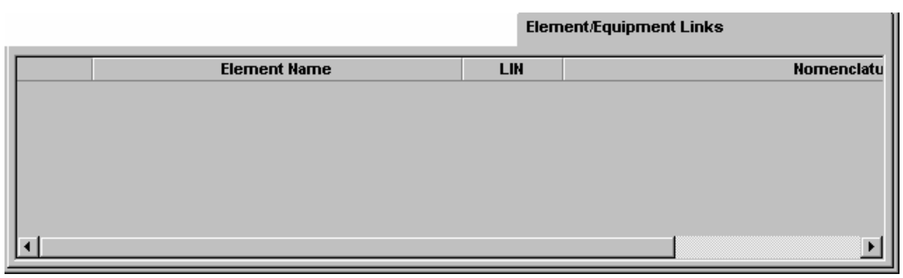


Figure 7-253: Non-Standard Element/Equipment Links Tab

- **Non-Standard Personnel Remarks**

The **Non-Standard Personnel Remarks** tab (Figure 7-254) is an **insert** tab that allows the user to enter a non-standard personnel remark for the TOE/ Organization identified in the header. Non-standard remarks are developed when standard remark codes are inadequate. Although standard and non-standard remarks are both authorized for use, emphasis will be placed upon maximum use of standard remarks. Refer to section 9.4.1.4 for details on using **insert** tabs.

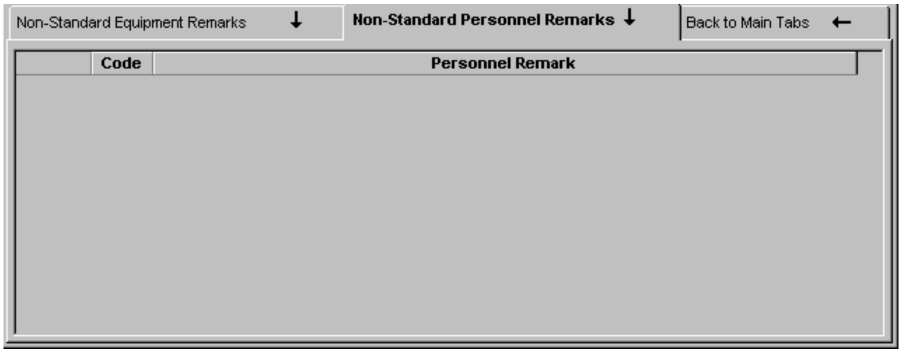


Figure 7-254: Non-Standard Personnel Remarks Tab

The following columns appear on this tab:

Field	Description
Code	Used to enter a non-standard personnel code. The code consists of two-positions with alpha characters H through S in the first position and alpha characters A through Z (except I and O) in the second position. ***Note:*** Refer to AR 71-31 for details on standard and non-standard remarks.
Personnel Remarks	Used to enter the personnel remark description.

This tab is a **drill-down** tab. After entering the nonstandard remark, the **Related Data** menu option or the **Related Data** toolbar button can be used to edit/review the remark information and to view Element/Duty Position links for the record. The following two tabs will display.

- **Non-Standard Personnel Remark Data Tab**

The **Non-Standard Personnel Remarks Data** tab (Figure 7-255) is a **block** data tab used to review and edit information entered at the **Non-Standard Remarks: Personnel Remarks** tab. Refer to section 9.4.1.2 for details on **block** data tabs.

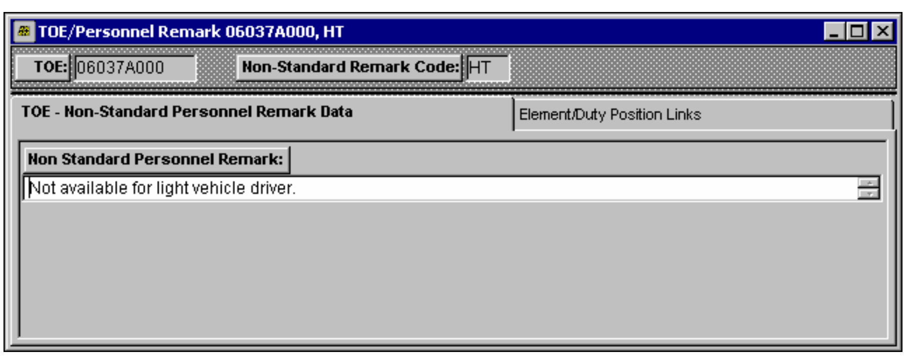


Figure 7-255: Non-Standard Personnel Remark Data Tab

- **Element/Duty Position Links Tab**

The **Element/Duty Position Links** tab (Figure 7-256) is used to view the Element/Duty Position links made at the **Element/Duty Position Links** tab folder – **Non-Standard Remarks** tab. The information displayed here is for viewing purposes only.

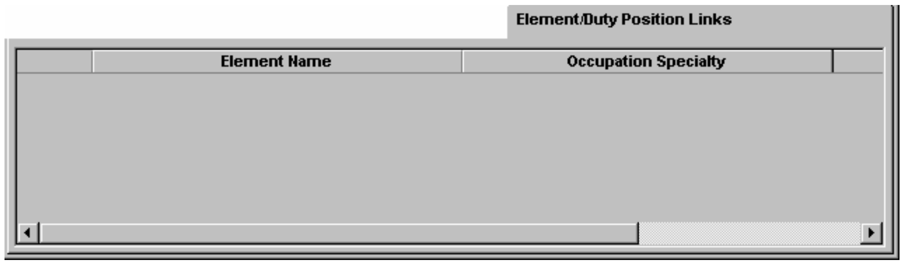


Figure 7-256: Non-Standard Element/Duty Position Links Tab

Resources Tab

The down-arrow next to this tab is an indicator that there are additional resource tabs that can be related to the organization. The resource tabs include: **Duty Position Links**, **LIN Links**, and **LIN-DODIC Links**. Each tab is described in the following subparagraphs.

- **Duty Position Links Tab**

The **Organization – Resources/Duty Position Links** tab (Figure 7-257) is a **drill-down** from the **Resources** tab used to determine support calculations for resources. This tab presents a summary of Duty Positions linked at the element level of the organization (TOE).

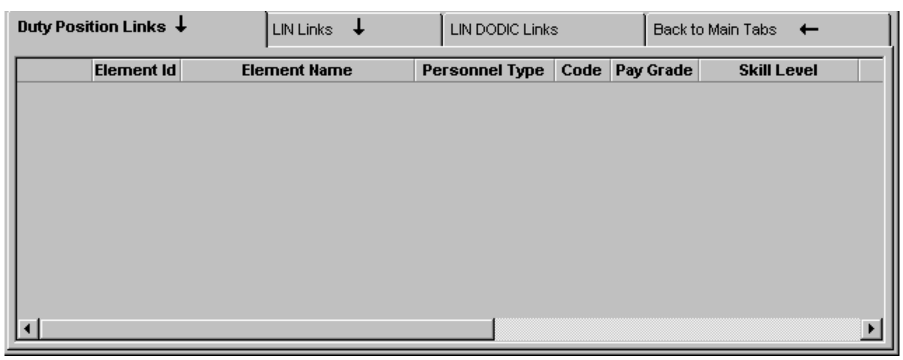


Figure 7-257: Duty Position Links Tab

The following columns appear on this tab:

Field	Description
Element Id	Displays the linked element ID.
Element Name	Displays the Element Name.
Personnel Type	Identification as *Enlisted*, *Warrant*, and *Officer*.
Code	Occupational Specialty Code.
Pay Grade	Displays the coded level of pay equal to the rank on Army personnel.
Skill Level	Enlisted levels 1-5, Warrant ranks 1-5, and Officer ranks 1-8.
Duty Position	The title of the Duty Position.
ID	The Duty Position Identifier.
Occupational Specialty	The title of the occupational specialty.

The down-arrow on the **Duty Position Links** tab folder is an indicator that additional data can be related to the Duty Position. Click on the **Related Data** toolbar button or choose the **Data** menu option and select **Related Data**. This will reveal five tabs: **ASI Links**, **Standard Remarks**, **Non-Standard Remarks**, **Strengths**, and **Action Links**. These tabs were previously described under the **Duty Position Links** tab under the Organization Paragraph Support Table in section 7.2.12.

- **LIN Links**

The **Organization – Resources/LIN Links** tab (Figure 7-258) is a **drill-down** from the **Resources** tab used to determine support calculations for resources. This tab presents a summary of LINs linked at the element level of the organization (TOE).

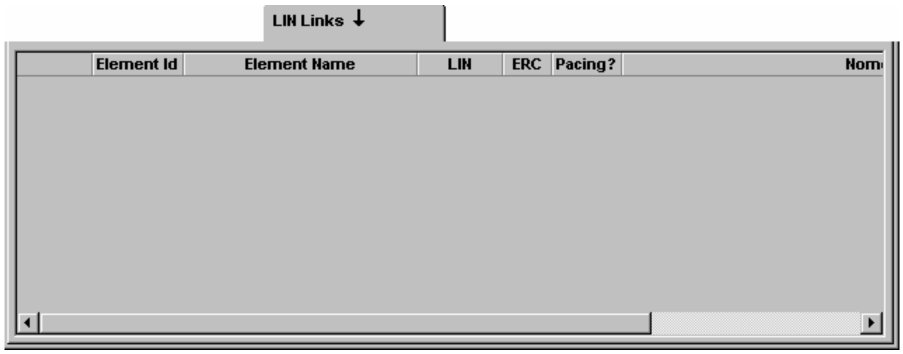


Figure 7-258: LIN Links Tab

The following columns appear on this tab:

Field	Description
Element Id	Displays the linked element ID.
Element Name	Displays the Element Name.
LIN	Displays the Line Item Number for a piece of equipment.
ERC	Displays the Equipment Readiness Level Code: A=Primary Weapons and Equipment B= Auxiliary Equipment C= Administrative Support Equipment P= Pacing Items
Pacing?	This question asks if this is a critical component.
LIN Nomenclature	Displays the LIN name.

The down-arrow on the **LIN Links** tab is an indicator that additional data can be related to the LIN. Click on the **Related Data** toolbar button or choose the **Data** menu option and select **Related Data**. This will reveal four tabs: **Remarks**, **Strengths**, **Action Links**, and **LIN-DODIC Links**. These tabs were previously described under the **Element Links** tab for the Line Item Number Equipment Support table in section 7.2.10.

- **LIN DODIC Links Tab**

The **Organization – Resources/LIN-DODIC Links** tab (Figure 7-259) is a **drill-down** from the **Resources** tab used to determine support calculations for resources. This tab presents a summary of LIN-DODICs linked at the element level of the organization (TOE).

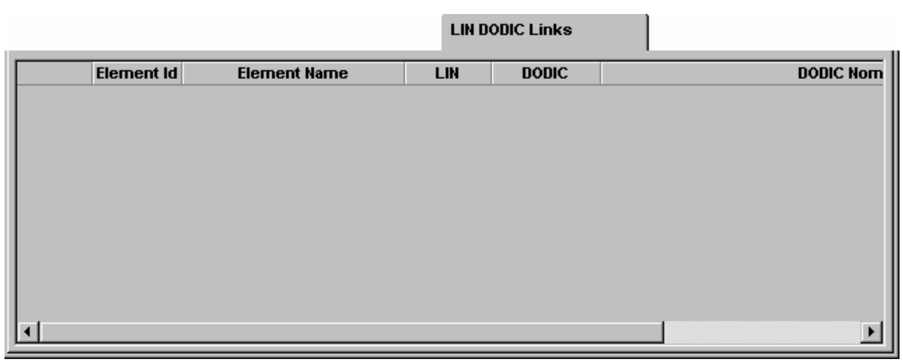


Figure 7-259: LIN DODIC Links Tab

The following columns appear on this tab:

Field	Description
Element Id	Displays the linked element ID.
Element Name	Displays the Element Name.
LIN	Displays the Line Item Number for a piece of equipment.
DODIC	Displays the Department of Defense Identification Codes for the element.
DODIC Nomenclature	Displays the Department of Defense Identification Name (artillery) for the element.

7.3.8 Task Performance Support Codes (TPSC)

This table was developed for use by the Armor Proponent as a prototype for identifying various TPSC at the task, task step, and performance level on the wellness of how a TADSS supports the task. TPSCs are numerical codes used to describe relative capability of a simulation to support the performance of collective training tasks. This support function is offered for review by all proponents for modification and application in the **CATS** Module. This is a prototype not to be used to enter permanent data. The TPSC selections from the Power Panel are as follows:

Field	Description
TPSC via Collective Task	A report containing TPS codes that are used to describe relative capability of a simulation to performance of Collective tasks.
TPSC via MTP Task	Allows the user to connect MTP/Unit Types to the current Collective task.
TPSC via TADSS	Allows the user to connect Products to the current Collective task.

7.3.8.1 TPSC via Collective Task

Using this menu option, the user can connect Collective tasks to the Products in the TADSS. The TPSC for a Collective task is derived in the performance measure ratings using the TPS codes **H**, **M**, **O**, & **N** (Refer to Figure 7-263 shown later in this section for details.)

From the Power Panel, click on the **Support** tab, move your cursor to the **Collective** window and double-click on **TPSC via Collective Task**. The *Select a Collective Task* window (Figure 7-260) appears:

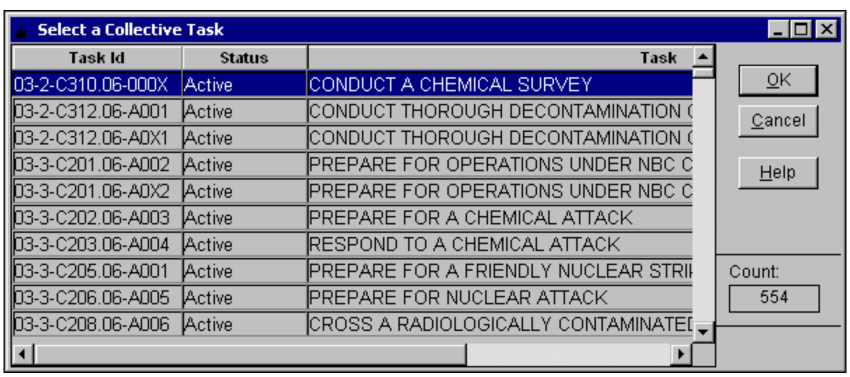


Figure 7-260: Select a Collective Task

The *Select a Collective Task* window is a **picklist** tab of collective tasks available to print a report containing TPS codes. TPS codes provide a relative indicator of the degree to which a given training simulation supports the performance of collective training tasks. The TPS codes also provide the crosswalk between MTP tasks and collective training exercises.

- Highlight the task you want by clicking it with your mouse.

- When the desired selection is identified, click the **OK** button. ASAT will then provide you with a list of all Products in the TADSS as shown in Figure 7-261:

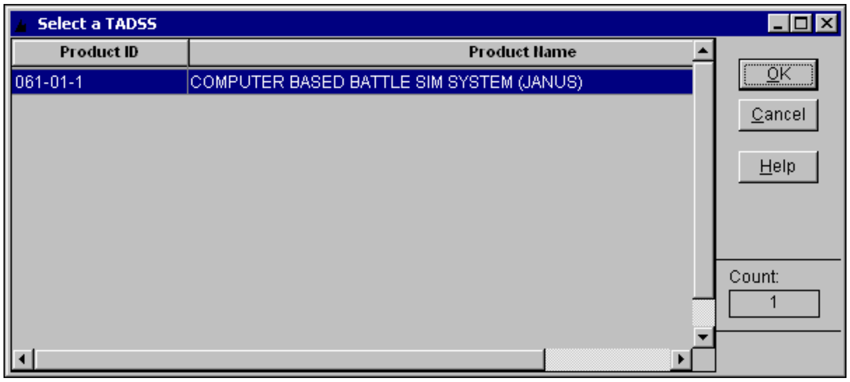


Figure 7-261: Select a TADSS

Once the product selection has been made, the buttons on the right side of the window will execute the choices. The buttons offer the following choices:

Field	Description
OK	Apply the currently selected tasks to the next list window.
Cancel	Allows you to exit without printing a report.
Help	Provides help for the active window.

After making a selection, a TPSC assessment method is used in assessing which tasks can be supported in a given simulation environment to determine the tasks of interest.

A sample of Task TPS Codes performance measures tab entries is shown as follows:

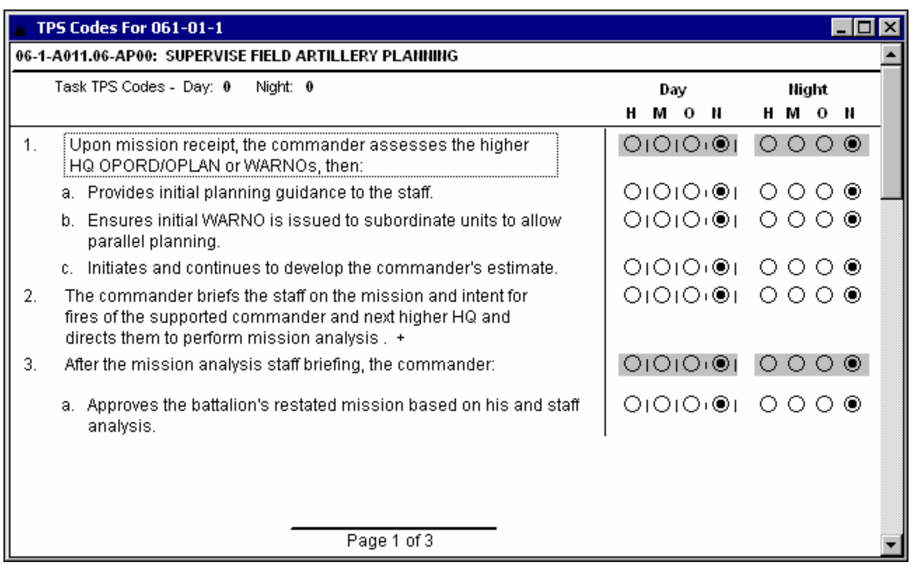


Figure 7-262: Task TPS Codes

This method of automating the assessment process, as shown in Figure 7-262, is developed using dialogue boxes appended to each task, task-step, and performance measure. The dialogue boxes contain rating items, which can be selected by point-and-clicking with the mouse. Each task-step must be rated according to TPS codes provided under each row according to standard. For further information on ratings refer to Figure 7-263: Performance Measures, shown later in this section.

There are two ways to rate the task based on Day and Night observations of the performance that may be supported by one or more simulation environments. For example:

A device such as a flare gun performed best during Night observations. The rating would be H because Highly Supported Observations have determined this device to be rated higher for Night tasks.

Procedures to follow:

- Click the white circle in front of each task-step you want to rate as shown in the previous window.

The Task TPS Codes overall rating for Day and Night will appear after a full assessment has been completed. Task Assessment Ratings are **3** being the Highest and **0** being the Lowest.

> ***Note:*** *The gray shaded boxes cannot be used. ASAT will automatically update the task based on the Performance Measures chosen within each task level.*

When you have completed your ratings, return to the Power Panel and select the **TPSC Report (RTF)** option under the **Collective** section of **Support** to generate a report.

MTP performance measure ratings by subject matter experts describe the capability of CCTT (Close Combat Tactical Trainer) to support their performance. These ratings are then converted to codes at the task-step and task level using heuristic rule sets. The result is a TPS code for each task on a scale from **4** (highly supported) to **0** (not supported.)

The **Criteria for Rating Performance Measures** is illustrated in Figure 7-263. With the tasks defined, the next step in the TPSC process is to assess each subtask performance measure. Performance Measures usually provide sufficient detail for a Subject Matter Expert who is knowledgeable of Army training and the simulation environment to make a judgment about the environment's capability to support task performance.

Performance measures

TPSC CODES

4 = All subtasks highly supported
3 = Majority of subtasks highly supported
2 = Majority of subtasks moderately supported
1 = 30% subtasks moderately supported
0 = None of the above conditions are met

TASK PERFORMANCE SUPPORT CODES

H Highly Supported
M Moderately Supported
O Outside Support Required
N Can Be Done Anywhere

TASK ASSESSMENT RATING

3 HIGHEST
0 LOWEST

Exception: If the task-step does not contain any subordinate performance measures, it is rated in a similar fashion to the performance measure using the TPS codes: **H**, **M**, **O**, & **N**. (This is called a stand-alone task-step.)

Figure 7-263: Performance Measures

7.3.8.2 TPSC via MTP

Using this menu option the user can connect MTP/Unit Types to the current Collective task. The TPSC for an MTP task-step is derived in the performance measure ratings using the TPS codes **H**, **M**, **O**, & **N** (refer back to Figure 7-263 for details.) From the Power Panel, click on the **Support** tab, move your cursor to the **Collective** window and double-click on **TPSC via MTP**. The *Select an MTP* window (Figure 7-264) appears:

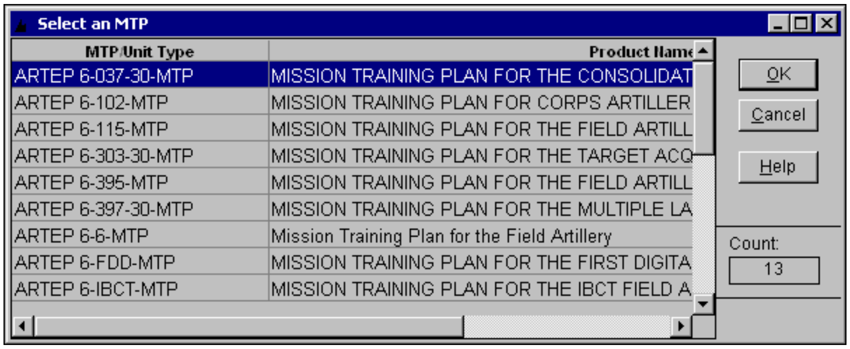


Figure 7-264: Select a MTP/Unit Type

- Highlight the task you want by clicking it with your mouse.
- When the desired selection is identified, click the **OK** button. ASAT will then provide you with a list of Collective tasks.

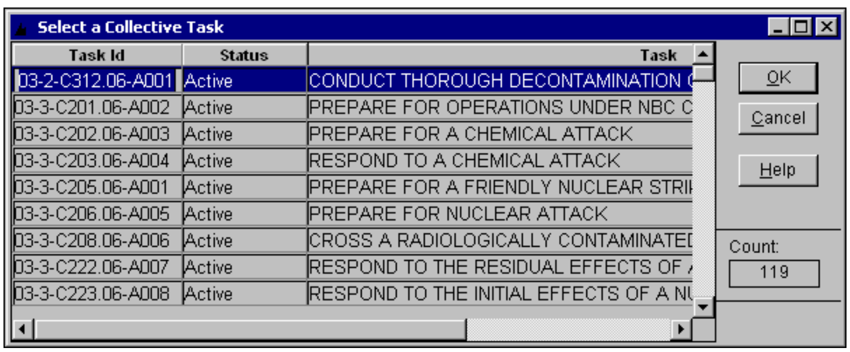


Figure 7-265: Select a Collective Task

- After making a selection, the **Select a TADSS** screen appears to select a Product.
- Highlight the Product you want by clicking it with your mouse.

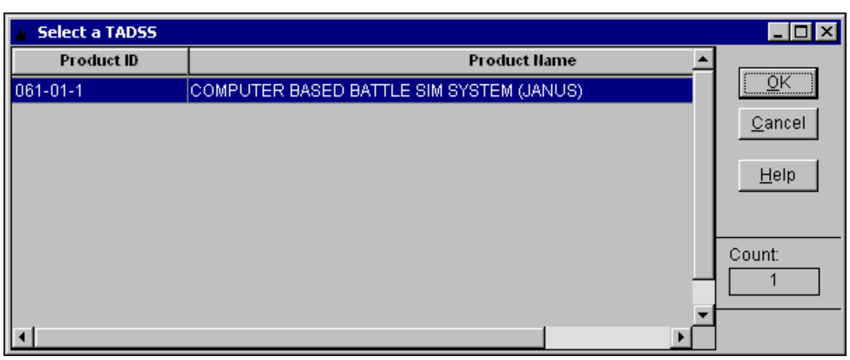


Figure 7-266: Select a TADSS

Once the selection has been made, the buttons on the right side of the window will execute the choices. The buttons offer the following choices:

Field	Description
OK	Apply the currently selected tasks to the next list window.
Cancel	Allows you to exit without printing a report.
Help	Provides help for the active window.
Count	Indicates the number of tasks that the program has processed for the selection.

After making a selection, a TPSC assessment method is used in assessing which tasks can be supported in a given simulation environment to determine the tasks of interest.

*A sample of **Task TPS Codes Performance Measures** tab entries are shown in section 7.3.8.1.*

7.3.8.3 TPSC via TADSS

Using this menu option, the user can connect Products to the current Collective task. The TPSC for a Product task is derived by combining the performance measure ratings using the TPS codes for Task-Steps **4**, **3**, **2**, **1**, & **0** (refer back to section 7.3.8.1 and Figure 7-263.) From the Power Panel, click on the **Support** tab, move your cursor to the **Collective** Module and double-click on **TPSC via TADSS**. The *Select a TADSS* window (Figure 7-267) appears:

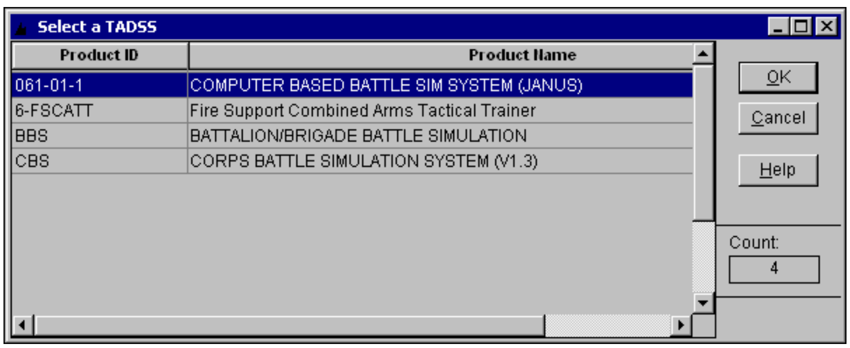


Figure 7-267: Select a TADSS

- Highlight the product you want by clicking it with your mouse.
- After making a selection, the *Select a Collective Task* screen appears to select a Task. Follow the same procedures described previously in section 7.3.8.2 for selecting a collective task.

7.4 Individual Task Tables

There are ten categories listed in the **Individual** section of the **Support** Module. They are listed as follows along with the section number where they are covered in the user's guide.

Table	Section
Additional Skill Identifiers (ASI)	7.4.1
Career Fields	7.4.2
Duty Positions	7.4.3
Knowledges	7.4.4
Occupational Specialty	7.4.5
Occupational Specialty/Skill Level	7.4.6
Skill/Knowledge Categories	7.4.7
Skills	7.4.8
Special Qualification Identifiers (SQI)	7.4.9
Training Locations	7.4.10

To make a selection from the **Individual** category, click the **Support** Module on the Power Panel. Next, click and drag the vertical scroll bar until the **Individual** section appears. Highlight a title and double-click on the title or highlight a title as shown in the following illustration, and click the **Open** button.

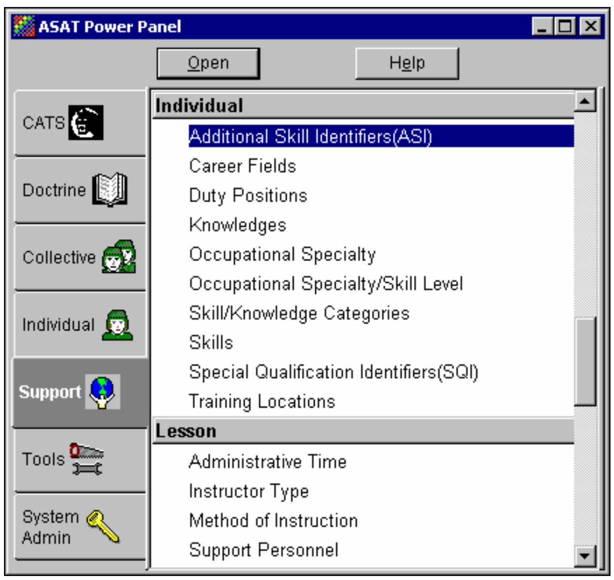


Figure 7-268: Support Module – Individual Tables

7.4.1 Additional Skill Identifier (ASI)

This menu option allows the user to add, edit, or delete Additional Skill Identifiers and link or view links of ASI to other tables in ASAT. Refer to section 7.4.1.1 for details. The user can also link individual tasks to the current Additional Skill Identifier. The following example displays:

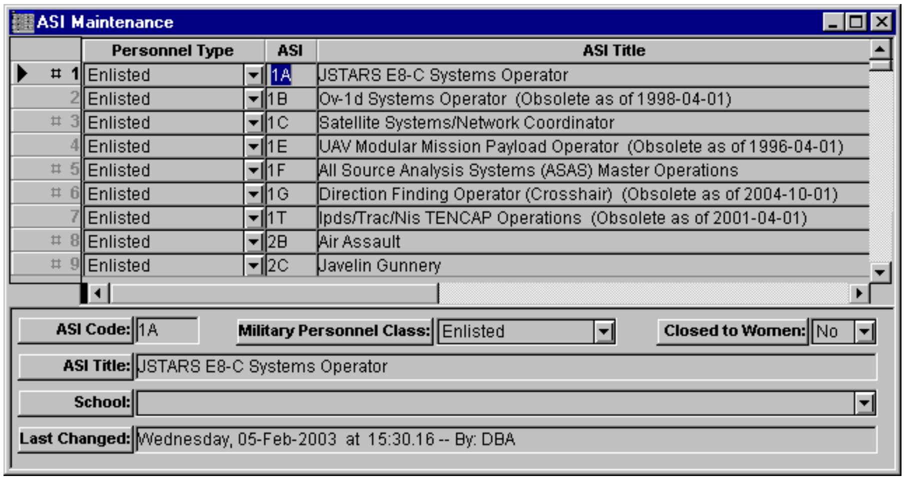


Figure 7-269: ASI Maintenance Grid

The **grid-detail** window displays a split view. The top half of the window is a grid of rows and columns. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the record without having to scroll to the right. As you click in each record on the grid, the detail information on that record will display on the bottom half of the window.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

The following columns appear on this tab:

Field	Description
ASI Code	Contains the ASI identifying number. The maximum entry length for this field is two characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Military Personnel Class	Identification as *Enlisted*, *Warrant*, and *Officer*.
Closed to Women	Indicates whether the ASI is closed to women.
ASI Title	Contains the title of the ASI.
School	The school or agency responsible for the ASI.
Last Changed	View-only field shows the date/time of the last change and the user's ID. This field cannot be changed. ASAT updates it automatically when changes are made to the record. Double-click in the field to view details on the person that last changed the record.

To insert a new ASI, click the **Insert** toolbar button. To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button. The **Insert** and **Edit** action will turn the background on the screen white for data entry and modification to editable fields. To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button.

See section 9.3 for a detailed explanation of all the features of a grid-detail window. In this section we will use several features from the referenced chapter, to facilitate the steps required to select the right Step ID.

If you do not know the Additional Skill Identifier, but do know a word in the Additional Skill Identifier you can find it by using the search capability of ASAT. Click once to put the cursor in the column header **ASI Title**. On the **View** menu click **Find Text**. A *Find Text* window will appear, shown as follows:

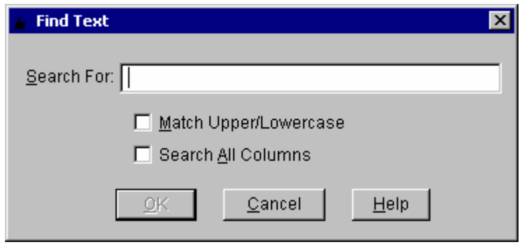


Figure 7-270: Find Text Window

Type in the word in the title and click **OK**. The cursor will jump to the first row where the word appears in the title. Click the **View** menu again and choose **Find Next** to jump to the next occurrence.

If you want to see the titles in alphabetical order to scroll through, double-click the column heading **ASI Title** and the titles will rearrange into alphabetical order. (Double-click again on the column heading to return to the original format.) For a complex sort, select the **View** menu and choose the **Sort** option for additional sort choices.

7.4.1.1 Relating ASI Maintenance Data

The **Related Data** menu option or the **Related Data** toolbar button accesses the tab folders to view occupation specialties and element/duty positions which are linked to the ASI and to view or link individual tasks which are linked directly to the ASI. The **ASI** tab folder (Figure 7-271) will appear:

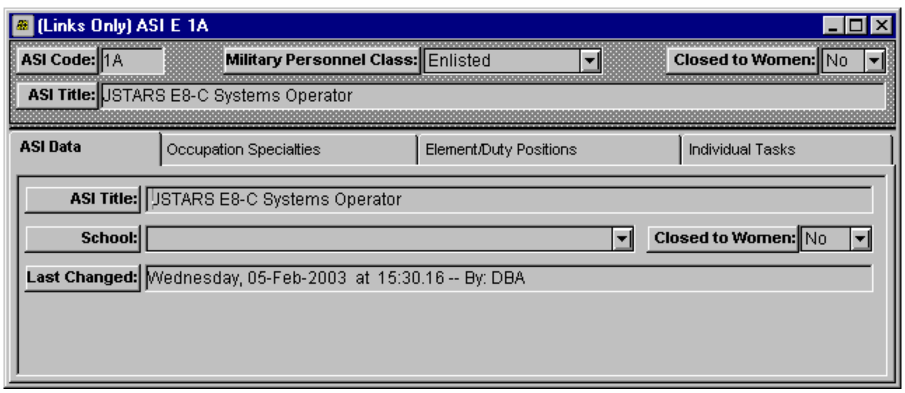


Figure 7-271: ASI Tab Folder

> ***Note:*** *Specific ASI are associated with specific Enlisted and Warrant Officer MOS, but specific ASI are not associated with a specific Officer MOS. Enlisted and Warrant Officers tasks should be linked to ASI through the* ***MOS/ASI link*** *tab. Officer tasks should be linked to ASI using this tab since the tasks are associated to the ASI without regard to a particular Officer MOS.*

After ASI records are created, they are available for linking in the following areas of ASAT:

- **Individual Task** Module, **Occupations/ASI Links** tab. Applies to Officer occupation specialties since Officer ASI are not limited to specific occupation specialties.
- **Support** Module, Occupation Specialties table, **ASI** tab. Applies to Enlisted and Warrant Officer (WO) occupation specialties since ASI apply to specific Enlisted and WO occupation specialties.
- **Individual Task** Module, **Occupations/MOS/ASI Links** tab. Requires prior linking of ASI to the same Occupation Specialty selected on the **Occupations/MOS Links** tab for the task. The prior linking of the ASI to the MOS must be made on the **Support** Module, Occupation Specialties Table **ASI** tab. The **Individual Task** Module, **Occupations/MOS/ASI Links** tab applies to Enlisted and Warrant Officer occupation specialties.

ASI Data Tab

The **ASI Data** tab (Figure 7-271) is a **detail** tab used to edit the selected ASI data. This tab provides the same information as on the *ASI Maintenance* grid. Section 9.4.1.1 provides information on using this tab type. Refer to section 7.4.1 for field definitions.

Occupational Specialties Tab

The **Occupational Specialties** tab (Figure 7-272) is a view-only tab used to view any Occupational Specialties linked to the selected ASI in the header. Items displayed were linked in the Occupation Specialty support table on the **ASI** tab.

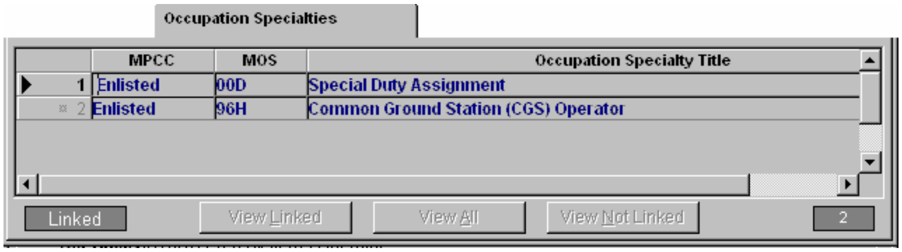


Figure 7-272: Occupation Specialties Links Tab

Element/Duty Positions Tab

The **Element/Duty Positions** tab (Figure 7-273) is a **view-only** tab of Elements/Duty Positions linked to the selected ASI in the header. No changes can be made to this tab.

> ***Note:*** *The information displayed has been linked using the Elements support table. After selecting an element, access the* ***Duty Position*** *tab by using the* ***Related Data*** *option. After selecting a duty position use the* ***Related Data*** *option to access the* ***ASI*** *tab. Double-click on an ASI to link it to the Element/Duty Position.*

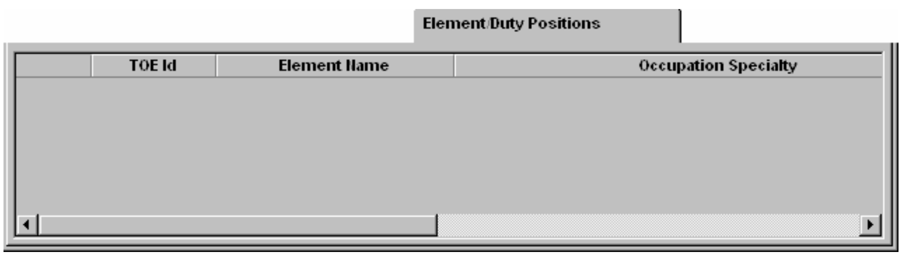


Figure 7-273: Element/Duty Positions Tab

The following columns appear on this tab:

Field	Description
TOE Id	The TOE identification number.
Element Name	The name of the element within the TOE.
Occupational Specialty	The title of the occupational specialty.
Skill Level	Enlisted levels 1-5, Warrant ranks 1-5, and Officer ranks 1-8.
Pay Grade	Displays the coded level of pay equal to the rank of Army personnel.
Duty Position	The title of the Duty Position.

Individual Tasks Tab

The **Individual Tasks** tab (Figure 7-274) is a **picklist** tab used to link one or many individual tasks to the selected ASI in the header. When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Individual Task* screen will display to assist in defining the list of individual tasks from which to select.

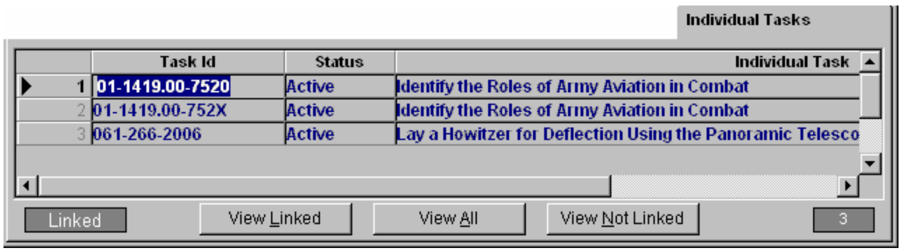


Figure 7-274: Individual Tasks Links Tab

Tasks can also be linked to the ASI from the **Individual Task Occupations** tab using the **ASI Links** tab.

The following columns appear on this tab:

Field	Description
Task Id	Displays the Task Identification number.
Status	Contains the category code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Individual Task	Displays the Title of the individual task.

Additional information can be viewed/linked by clicking on the **Related Data** toolbar button . This accesses the **Individual Task** tab folder.

7.4.2 Career Fields

This menu option allows the user to add, edit, or delete Career Fields and view a listing of occupation specialties and tasks associated with the CMF. The *Career Field Maintenance* grid (Figure 7-275) is a **grid-detail** view of career fields.

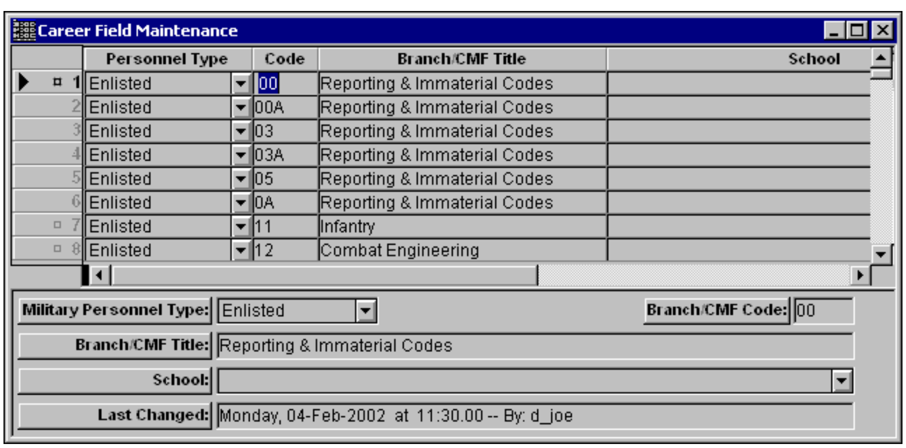


Figure 7-275: Career Field Maintenance Grid

The **grid-detail** window displays a split view. The top half of the window is a grid of rows and columns. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the record without having to scroll to the right. As you click in each record on the grid, the detail information on the record will display on the bottom half of the window. Section 9.3 provides a detailed explanation of all the features of a grid window.

The user may also search for specific information to find a particular record. Refer to section 7.4.1, *Additional Skill Identifier*, for convenient information on searching for data.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

After Career Field records are created, they are available for selection and linking from the drop-down list box for the **Branch/CMF** field on the **Occupation Specialty Data** tab in the Occupation Specialty Support table.

The following columns appear on this tab:

Field	Description
Personnel Type	Identification as *Enlisted*, *Warrant*, or *Officer*. The default entry is *Enlisted*.
Branch/CMF Code	The Code of the Branch/Career Management Field. The maximum entry length for this field is three characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Branch/CMF Title	The Title of the Branch/Career Management Field.
School	Select the school or agency responsible for the career field.
Last Changed*	Contains the date of the latest change. Double-click in the field to view details on the person who made the last change.

*The **Last Changed** field is automatically inserted after the user makes any modifications.

To insert a new Career Field, click the **Insert** toolbar button . To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button . The **Insert** and **Edit** options will turn the background on the screen white for data entry and modification to editable fields. To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button .

7.4.2.1 Career Field Tab Folder

Click on the **Related Data** menu option or the **Related Data** toolbar button to access the **Career Field** tab folder used to view occupation specialties and individual tasks linked to the career field. The following tab folder appears:

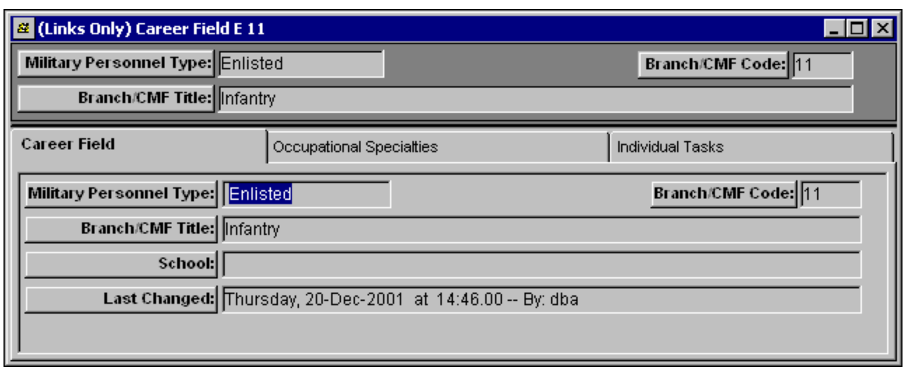


Figure 7-276: Career Field Maintenance Tab Folder

The three tab folder selections are described in the following subparagraphs.

Career Field Tab

This tab (Figure 7-276) is a view-only tab used to view the career field information selected at the *Career Field Maintenance* grid. Field descriptions are in section 7.4.2.

Occupational Specialties Tab

This tab selection produces the following window.

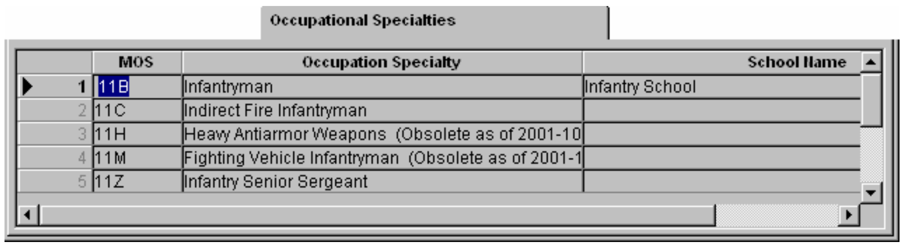


Figure 7-277: Occupational Specialties Tab

This tab is restricted as a **view-only** tab of the occupational specialties linked to the career field in the header. Occupation Specialties are linked to career fields on the Occupation Specialty support table maintenance or grid screen.

Individual Tasks Tab

This tab selection produces the following window:

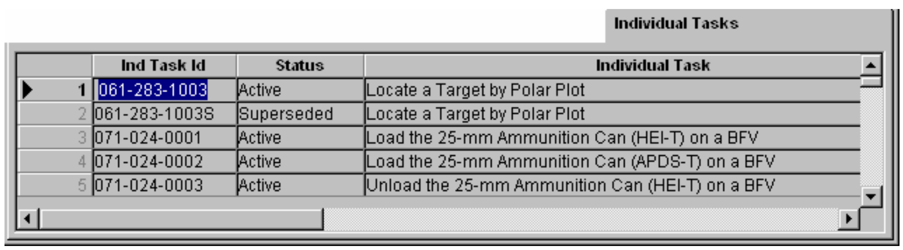


Figure 7-278: Individual Tasks Tab

This is a **view-only** tab that allows the user to view individual tasks linked to the career field. The tasks have been linked to the occupation specialties, which are linked to the career field. The tasks are linked on the **MOS Links** tab accessed through the **Individual Task Occupations** tab.

7.4.3 Duty Positions

This menu option allows the user to add, edit, or delete Duty Positions in ASAT. When the option is first selected, a *Specify Filter Criteria for Duty Position* screen (Figure 7-279) will appear allowing you to limit the duty positions that will appear on the *Duty Position Maintenance* grid.

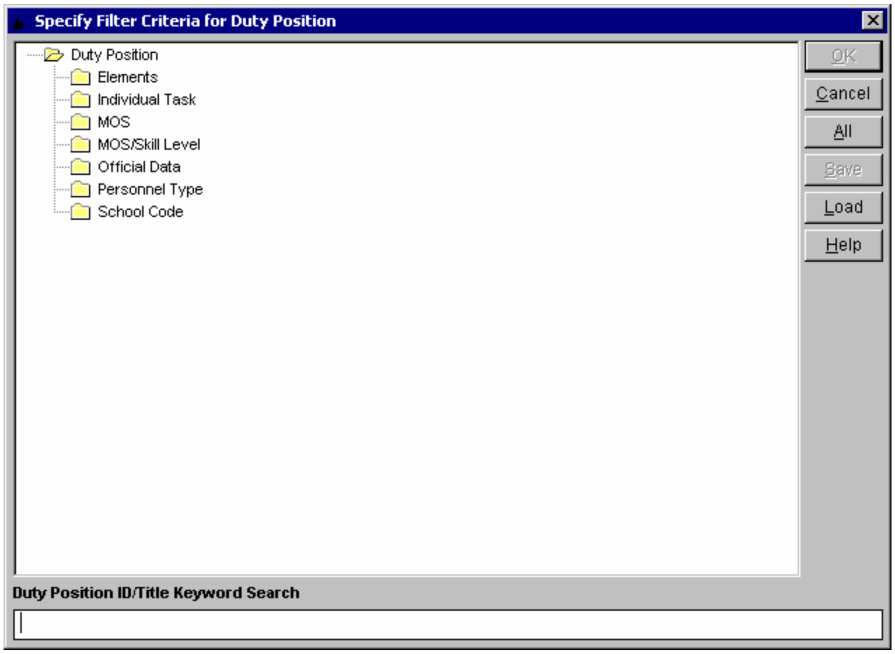


Figure 7-279: Duty Position Filter Screen

The *Duty Position Maintenance* grid (Figure 7-280) is a **grid-detail** view of duty position types.

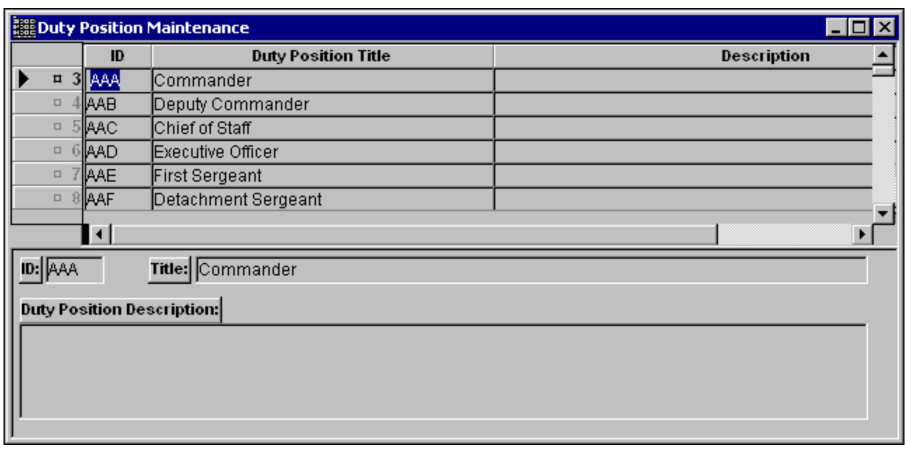


Figure 7-280: Duty Position Maintenance Grid

The **grid-detail** window displays a split view. The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above. As you click in each record on the grid, the detail information on that record will display on the bottom half of the window. Section 9.3 provides details on all the features of a grid window. The user may also search for specific information to find a particular record. Refer to section 7.4.1, *Additional Skill Identifiers*, for convenient information on searching for data.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

The following columns appear on this tab:

Field	Description
Duty Pos ID	The Duty Position identifier. The maximum entry length for this field is three characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Duty Position Title	The title of the duty position.
Duty Position Description	Displays a description of the duty position.

To insert a new Duty Position, click the **Insert** toolbar button . To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button . The **Insert** and **Edit** options will turn the background on the screen white for data entry and modification to editable fields. To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button .

After Duty Position records are created, they are available for linking in the following areas in ASAT:

- Occupation Specialties/Skill Level Support table, **Duty Position Links** tab.
- **Individual Task** Module, **Occupations/Duty Position** tab. Requires previous linking of the Duty Position to the MOS/Skill Level selected on the **Occupations/MOS Links** tab for the task. This prior link must be made on the Occupation Specialties/Skill Level Support table **Duty Position Links** tab.
- Elements Support table, **Duty Position Links** tab.
- Occupation Specialty/Skill Level Support table, **Duty Position/Cross Train Same MOS/Skill Level** tab.
- Occupation Specialty/Skill Level Support table, **Duty Position/Train Up Next Skill Level** tab.
- Occupation Specialty/Skill Level Support table, **Duty Position/Train Up any MOS/Skill level** tab. Requires prior linking of the Duty Position on the **Duty Position Links** tab in the Occupation Specialty/Skill Level Support table.
- Occupation Specialty/Skill Level Support table, **Duty Position/Cross Train Any MOS/Skill Level** tab. Requires prior linking of Duty Position on the **Duty Position Links** tab in the Occupation Specialty/Skill Level Support table.

7.4.3.1 Duty Position Tab Folder

To view, link, or unlink MOS/Skill levels currently linked to the selected duty position or skill levels, click the **Data** menu and then select the **Related Data** option on the *Duty Position Maintenance* grid or click on the **Related Data** toolbar button . Two tabs will appear, as shown in Figure 7-281:

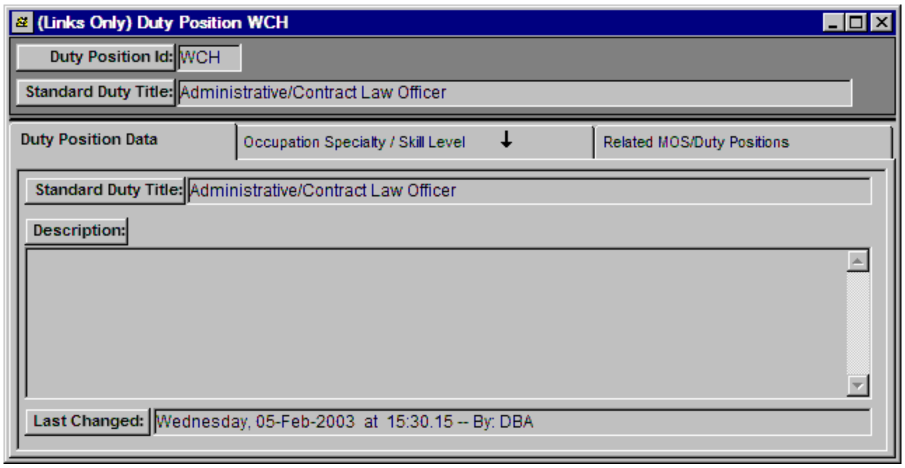


Figure 7-281: Duty Position Tab Folder

Duty Position Tab

The **Duty Position** tab (Figure 7-281) is a **detail** data tab used to link multiple smaller pieces of data to the selected information in the header. This tab provides the same information as on the *Duty Position Maintenance* grid; however, you are now in an edit mode and information on all fields can be modified. Refer to section 9.4.1.1, for more information about the **detail** data tab. Also refer back to section 7.4.3 for field definitions.

Occupational Specialty/Skill Level Tab

The **Occupational Specialty/Skill Level** tab (Figure 7-282) is a **drill-down** tab that allows the user to connect a duty position to one or more occupational specialty/skill level combinations.

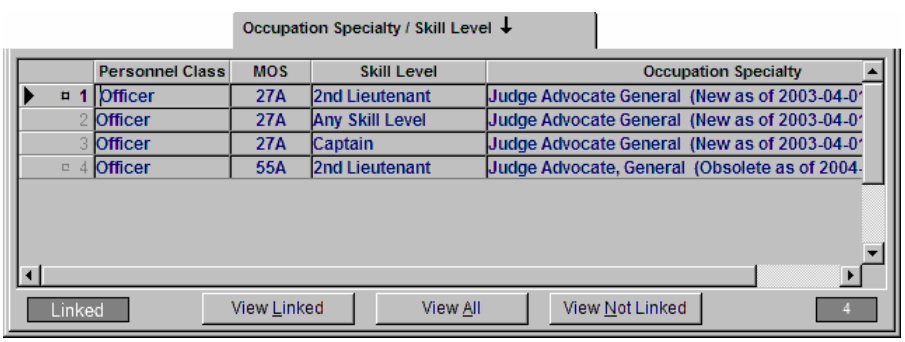


Figure 7-282: Occupation Specialty/Skill Level Tab

The following columns appear on this tab:

Field	Description
Personnel Class	Identification as *Enlisted*, *Warrant*, and *Officer*.
MOS	Military Occupation Specialty.
Skill Level	Enlisted levels 1-5, Warrant ranks 1-5, and Officer ranks 1-8.
Occupation Specialty	The title of the occupational specialty.

The down-arrow on the **Occupation Specialty/Skill Level** tab is an indicator that this is a **drill-down** tab and additional data can be related to the Duty Position/Occupation Specialty/Skill level combination.

To access the **Occupation Specialty/Skill Level** tab folder click on the **Related Data** toolbar button or choose the **Data** menu and then select the **Related Data** option on the Duty Position menu bar. This will reveal six **picklist** tabs: **Elements**, **Cross Train Same MOS/Skill Level**, **Cross Train any MOS/Skill Level**, **Individual Tasks**, **Train Up Next Skill Level**, and **Train Up any MOS/Skill Level**.

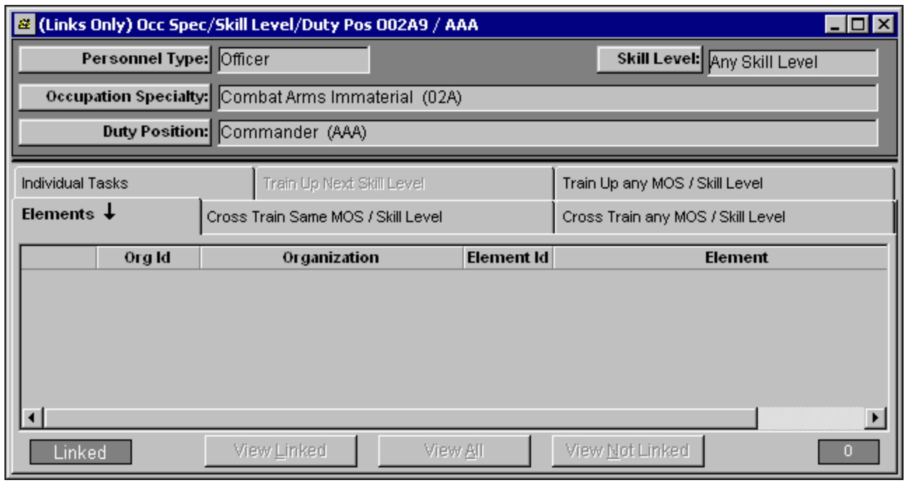


Figure 7-283: Occupation Specialty/Skill Level Tab Folder

Refer to section 9.4.1.3 for details on using **picklist** tabs. These tabs are described in the following subsections.

- **Elements Tab**

This **view-only** tab (Figure 7-283) lists the element items linked to the selected Occupation/Spec/Skill Level/Duty Position in the header. The **Org Id**, **Organization**, **Element Id**, **Element**, and **Pay Grade** fields are view-only. ***Note:*** This tab does not appear for Officer classes. Click the **Related Data** toolbar button to view the **Element/Duty Position** tab folder associated with this tab information.

- **Cross Train Same MOS/Skill Level**

The **Cross-Train Same MOS/Skill Level** tab (Figure 7-284) links Duty Positions to the current Occupation Specialty/Skill Level/Duty Position combination for cross training purposes.

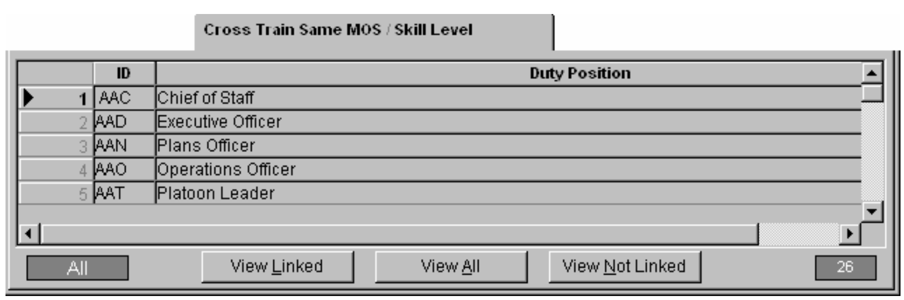


Figure 7-284: Cross Train Same MOS/Skill Level Tab

This is a **picklist** tab, but is restricted as a **view-only** window of the Occupation Specialty/Skill Level/Duty Position previously linked to the selected Duty Position in the header.

- **Cross Train any MOS/Skill Level**

The **Cross Train any MOS/Skill Level** tab (Figure 7-285) is a **picklist** tab used to link Occupational Specialty/Skill Level/Duty Position combinations to the current occupational specialty/skill level/duty position for the purposes of cross training.

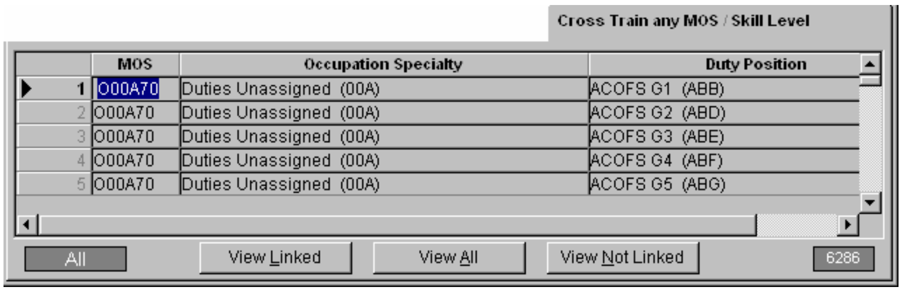


Figure 7-285: Cross Train any MOS/Skill Level Tab

__Note:__ The __MOS__ column combines the Personnel type, Occupation Specialty, and Skill level.

Click the **View All** button to access the Duty Position filter to define the picklist that appears on this tab.

- **Individual Tasks Links Tab**

The **Individual Tasks Links** tab (Figure 7-286) is a **picklist** tab that allows the user to link individual tasks to the current Occupational Specialty/Skill Level/Duty Position. Click the **Related Data** toolbar button to access the individual task tab folder to view additional information.

Figure 7-286: Individual Tasks Links Tab

- **Train Up Next Skill Level**

The **Train Up Next Skill Level** tab (Figure 7-287) is a **picklist** tab, but is restricted as a view-only window of the duty positions previously linked to the next skill level or the current occupational specialty on the **Duty Position Links** tab in the Occupational Specialty/Skill Level Support table.

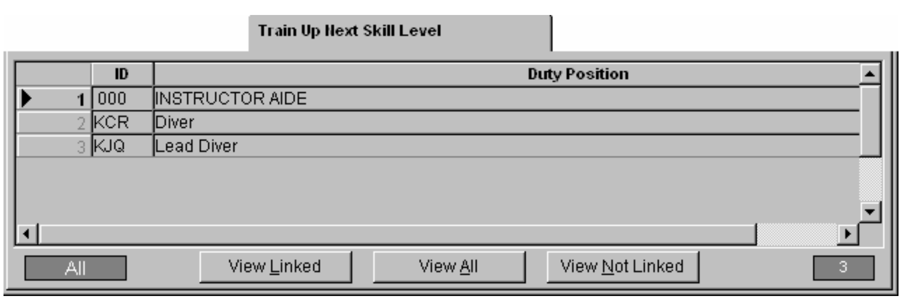


Figure 7-287: Train Up Next Skill Level Tab

The following columns appear on this tab:

Field	Description
ID	Duty Position Identifier
Duty Position	Name of the Duty Position

__Note:__ This tab is disabled for Officer Personnel Classification selections.

- **Train Up any MOS/Skill Level**

The **Train Up any MOS/Skill Level** tab (Figure 7-288) is a **picklist** tab that allows the user to connect the current Occupational Specialty/Skill Level/Duty Position to any higher Occupational Specialty/Skill Level/Duty Position for training advancement purposes. This tab does not appear for the Officer ranks. Click on the **View All** button to access a filter to define the picklist that appears on the screen.

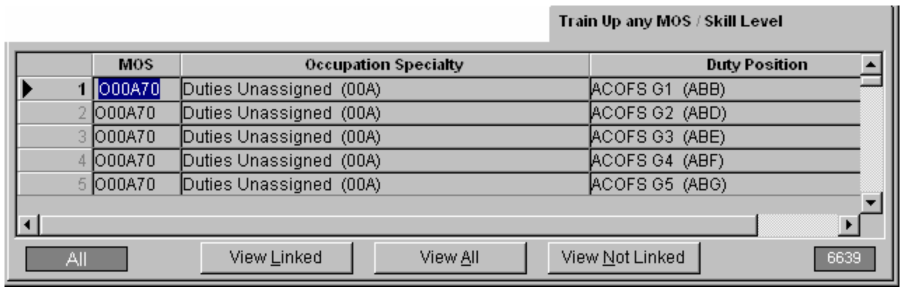


Figure 7-288: Train Up any MOS/Skill Level Tab

__Note:__ The __MOS__ field displays a combination of the Personnel type, Occupational Specialty, and Skill level.

Related MOS/Duty Positions Tab

The **Related MOS/Duty Positions** tab (Figure 7-282) is a **view-only** tab that shows the user the MOS/Skill Levels and Cross Train/Train Up MOS/Skill Level/Duty Positions that are associated with this Duty Position.

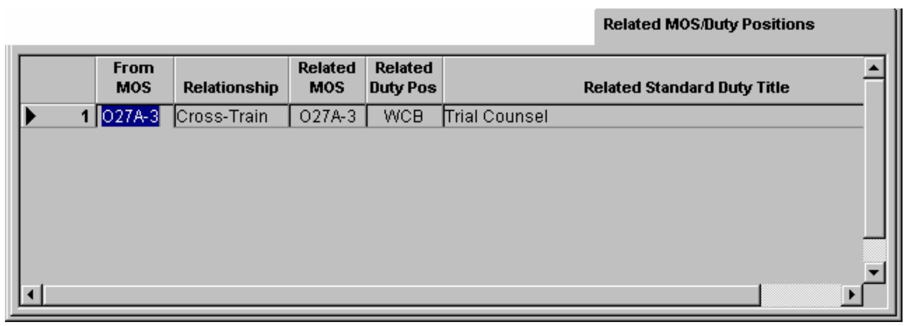


Figure 7-289: Related MOS/Duty Positions Tab

The following columns appear on this tab:

Field	Description
From MOS	Indicates the Related MOS.
Relationship	
Related MOS	
Related Duty Pos	Indicates the related duty position.
Related Standard Duty Title	Indicates the title of the related duty.

7.4.4 Knowledges

This menu option allows the user to add, edit, or delete Knowledges that populate the picklist on the **Knowledges** tab on the **Individual Task**, **Individual Task Performance Step**, and **Lesson Plan** tab folders. This support table is populated at the user level.

7.4.4.1 Setting a Knowledges Filter

Because the database for **Knowledges** can be large, a *Specify Filter Criteria for Knowledges* window (Figure 7-290) first appears:

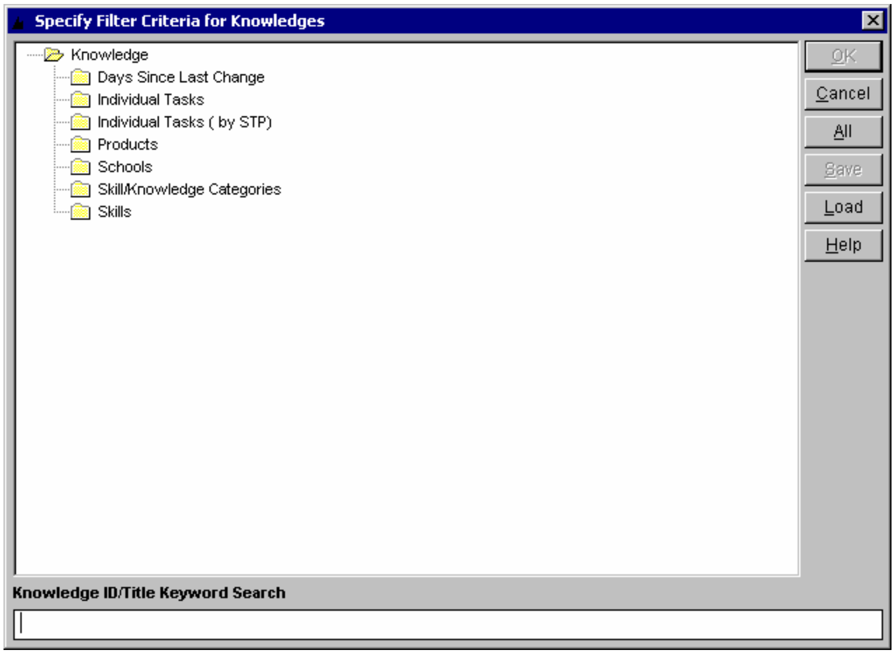


Figure 7-290: Knowledges Filter Screen

If you know some related information about the Knowledge that might narrow your search, set the desired filters according to the instructions in section 9.2 and click the **OK** button.

7.4.4.2 Selecting Knowledge Data

The *Knowledge Maintenance* grid (Figure 7-291) is a **grid-detail** view of Knowledge types.

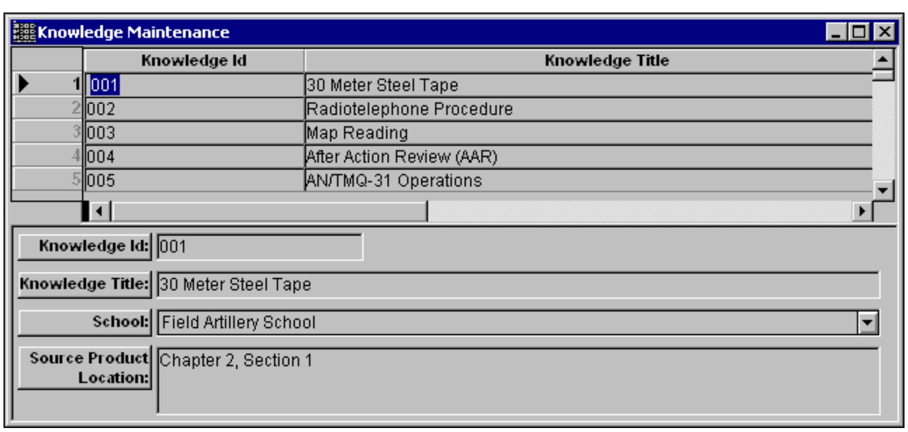


Figure 7-291: Knowledges Maintenance Grid

The **grid-detail** window displays a split view. The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above. As you click in each record on the grid, the detail information on that record will display on the bottom half of the window. Section 9.3 provides a detailed explanation of all the features of a grid window.

The grid is used to create, edit, and delete knowledge records. Once knowledge records are created, they are available for linking on the **Individual Task** tab folder, the **Individual Task Performance Step** tab folder (accessed through the **Individual Task Data** menu, **Outline Editor** option), and the **Lesson/Administration Data** tab folder. This Support table is populated at the user level.

The following columns appear on this tab:

Field	Description
Knowledge Id	Displays the identification of the Knowledge. The maximum entry length for this field is 17 characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Knowledge Title	The title of the Knowledge.
School	The school or agency responsible for the Knowledge entry.
Source Product Location	The Source of the Knowledge, such as a publication.
Last Changed	The date of the latest change. This field cannot be changed or updated. ASAT automatically updates it when the record changes. Double-click in the field to view details on the person who made the latest change.

Although section 9.3 provides a detailed explanation of all the features of a grid-detail window, refer to the information under section 7.4.1, Additional Skill Identifier, for convenient information on searching for data.

To insert a new knowledge, click the **Insert** toolbar button. To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button. The **Insert** and **Edit** options will turn the background on the screen white for data entry and modification to editable fields. To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button.

7.4.4.3 Knowledge Tab Folder

To access the **Knowledge** tab folder, choose the **Data** menu and then select the **Related Data** option on the *Knowledge Maintenance* grid or click on the **Related Data** toolbar button. The **Knowledge** tab folder (Figure 7-292) will appear:

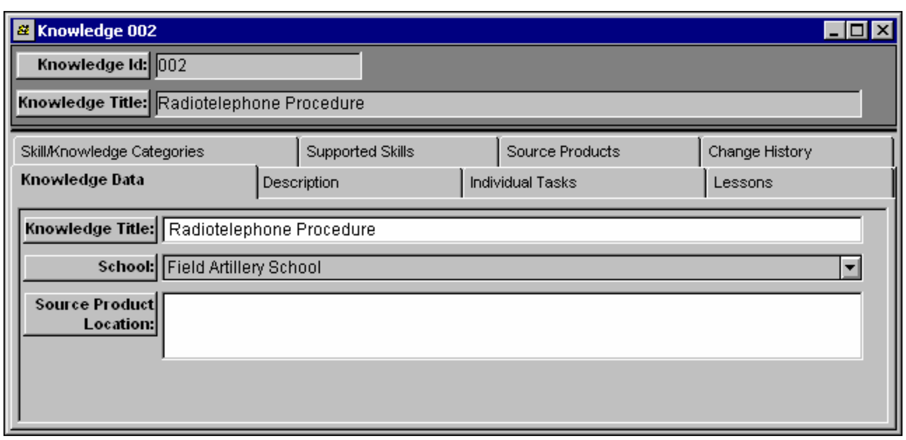


Figure 7-292: Knowledge Tab Folder

Knowledge Data Tab

This is a **detail** data tab (Figure 7-292) which is used to link multiple smaller pieces of data to the selected information in the header. This tab provides the same information as on the *Knowledge Maintenance* grid. Refer to section 9.4.1.1, Tab Folders, for more information about the **detail** data tab. Also refer back to section 7.4.4.2 for field definitions.

Knowledge Description Tab

The **Description** tab (Figure 7-293) is a **block** data tab that allows the entry and editing of a description of the knowledge. Refer to section 9.4.1.2 for details on **block** data tabs.

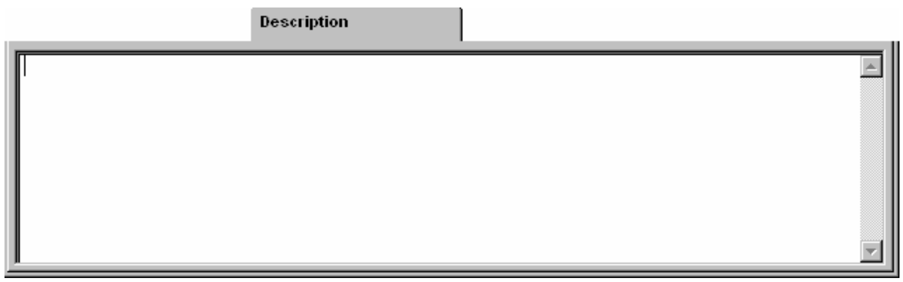


Figure 7-293: Knowledge Description Tab

Individual Task Tab

The **Individual Task** tab (Figure 7-294) is a **picklist** tab that allows the user to link one or many individual tasks to the selected Knowledge in the header. Knowledges can also be linked to Individual tasks on a **Knowledge** tab on the task and performance step tab folders. Refer to section 9.4.1.3 for details on **picklist** tabs. ***Note:*** Knowledges cannot be linked to individual task steps on this tab. Use the **Knowledges** tab in the **Individual Task Performance Step** tab folder accessed through the Outline Editor.

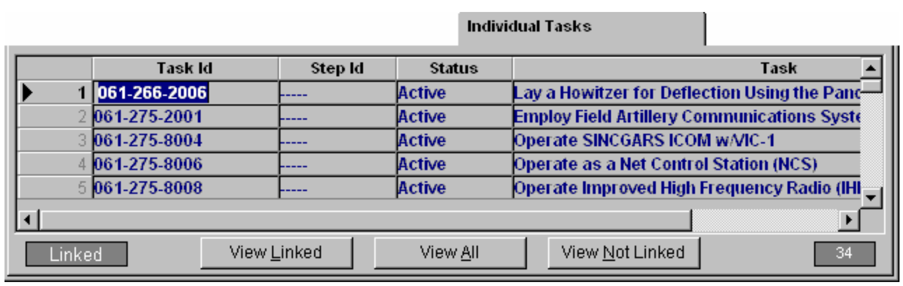


Figure 7-294: Individual Tasks Tab

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Individual Task* screen will display to assist in defining the list of individual tasks from which to select.

The following columns appear on this tab:

Field	Description
Task Id	Displays the task identification number.
Step Id	The **Step Id** column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level.
Status	Displays the status of the current task.
Individual task	Displays the title of the Individual task.

Additional information can be linked by clicking on the **Related Data** toolbar button .

Lessons Tab

The **Lessons** tab (Figure 7-295) is a view-only tab that allows the user to view a listing of Lesson plans to which the current knowledge entry has been linked. Knowledges are linked to a Lesson plan on the **Knowledges** tab accessed through the **Administrative Data** tab.

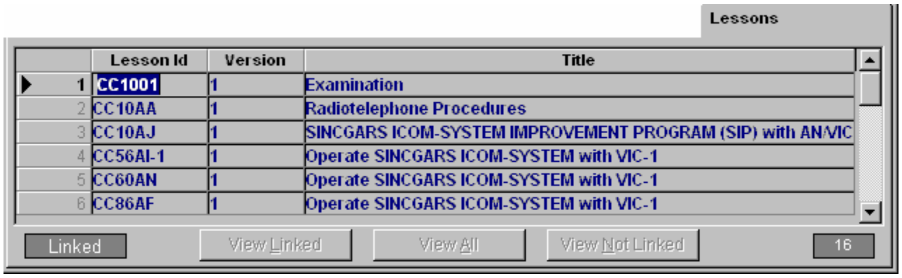


Figure 7-295: Lessons Tab

If there is a lesson(s) linked, the user may choose to view additional information about the Lesson plan. To do so, select the **Data** menu and then select the **Related Data** option or click on the **Related Data** toolbar button. This allows viewing of information about the highlighted lesson without having to go back to the Lesson grid or the **Quick Access** option.

The following columns appear on this tab:

Field	Description
Lesson Id	Lesson identification number.
Version	Identifies the Lesson plan version.
Title	Title of the lesson.

To access the tab folder screen for a selected lesson on the listing, choose the **Data** menu and select the **Related Data** option. This allows viewing of information about the highlighted lesson without having to go back to the *Lesson* grid or **Quick Access**. Refer to section 6.8 for details on the **Lesson** tabs.

Skill/Knowledge Categories Tab

The **Skill/Knowledge Categories** tab (Figure 7-296) is a **picklist** tab used to link one or many categories to the skill/knowledges in the header. The Knowledge Table can be very large. Assigning knowledges to user-defined categories assists developers in filtering knowledges when accessing the picklist to make links to individual tasks or Lesson plans. The Categories are maintained in the Categories support Table.

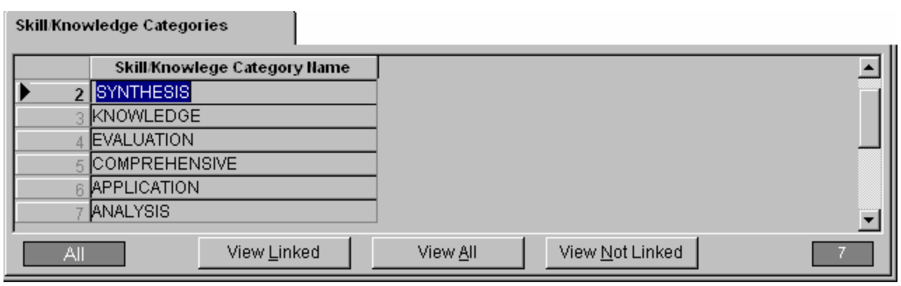


Figure 7-296: Skill/Knowledge Categories Tab

The column at this window contains the name of the skill/knowledge category name.

Supported Skills Tab

The **Supported Skills** tab (Figure 7-297) is a **picklist** tab that allows the user to connect Skills to the current Knowledge in the header. The **Skill Id** and **Skill Name** are view-only fields. When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Skills* screen is displayed to assist in defining the list of Skills from which to select. Skills can also be linked to Knowledges on the **Supporting Knowledges** tab in the Skills support table.

Figure 7-297: Supported Skills Tab

The following columns appear on this tab:

Field	Description
Skill Id	Skill identification number.
Skill Name	Title of the skill.

Click on the **Related Data** toolbar button to access the **Skills** tab folder described later in section 7.4.8.3.

Source Products Links Tab

The **Source Products Links** tab (Figure 7-298) is a **picklist** tab that allows the user to connect Source Products to the current knowledge in the header. The Source Products picklist is populated by the Products Support Table. Knowledges can also be linked to Source Products in the Products Support Table using the **Knowledges** tab.

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Products* screen is displayed to assist in defining the list of Products from which to select.

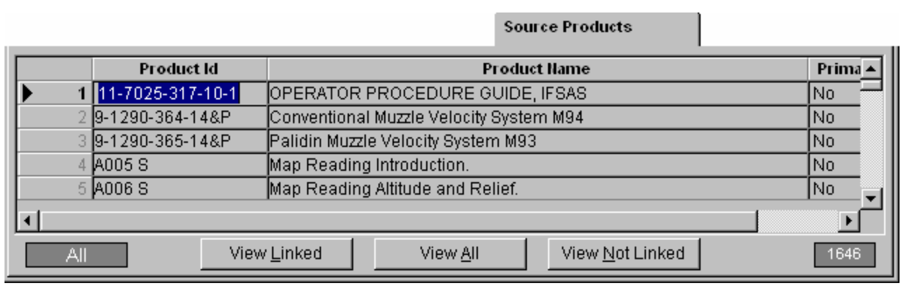


Figure 7-298: Source Products Links Tab

The following columns appear on this tab:

Field	Description
Product Id	Product Identification number.
Product Name	Title of the Product.
Primary	Indicates if this is the Primary Source (*Yes*/*No*). Only one record on the tab can be identified as primary.

Click on the **Related Data** toolbar button to access a **Product** tab folder described previously in the Products Table described in the **General** support section.

7.4.5 Occupational Specialty

This selection allows the user to maintain occupational specialties. This option is used to add, edit, or delete occupation specialties. When the option is first selected, a *Specify Filter Criteria for MOS* screen (Figure 7-299) appears allowing you to limit the occupation specialties that will appear on the grid:

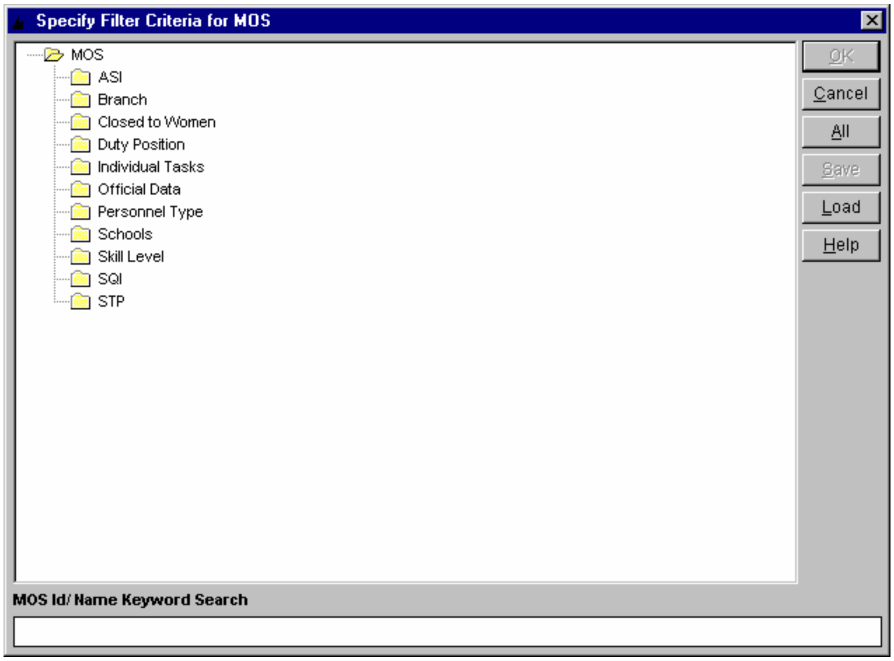


Figure 7-299: MOS Filter Screen

After the filter is selected, the *Occupational Specialty Maintenance* grid (Figure 7-300) appears with a view of Occupational Specialty types.

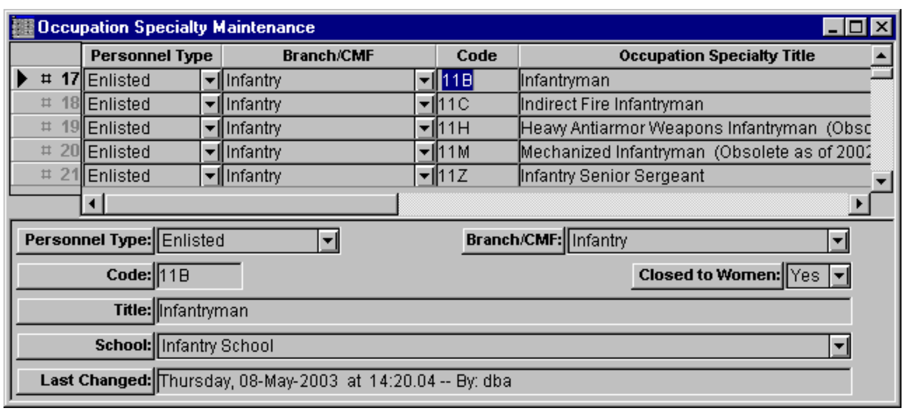


Figure 7-300: Occupation Specialty Maintenance Grid

The **grid-detail** window displays a split view. The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above. As you click in each record on the grid, the detail information on that record will display on the bottom half of the window. Section 9.3 provides details on using grid windows. The user may also search for specific information to find a particular record. Refer to section 7.4.1, Additional Skills Identifier, for convenient information on searching for data.

After Occupation Specialty/Skill Level records are maintained and linked using this option, they are available for selection and linking in the following areas of ASAT:

- Individual task, **Occupations/MOS Links** tab.
- Soldier Training Publication (STP) product, **Occupation Specialty Links** tab.
- Duty Positions Support table, **Occupation Specialties/Skill Level** tab.

The following columns appear on this tab:

Field	Description
Personnel Type*	Displays the identification as *Enlisted*, *Warrant Officer*, or *Officer*.
Branch/CMF	Displays the branch to which the occupation specialty belongs (mandatory selection when creating new records.)
Code*	Displays the Occupational Specialty Code. The maximum entry length for this field is four characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Closed to Women	Indicates whether the Occupational Specialty is closed to woman.
Occupation Specialty Title	The title of the occupational specialty.
School	Identifies the school or agency responsible for the occupation specialty.
Last Changed*	Displays the date of the last change. Double-click in the field to view details on the person who made the most recent change.

*The **Personnel Type**, **Code**, and **Last Changed** fields cannot be edited from this window. ASAT enters them automatically when changes are made to the Occupational Specialty Title.

To insert a new Occupation Specialty (Personnel type), click the **Insert Record** toolbar button. To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button. The **Insert** and **Edit** options will turn the background on the screen white for data entry and modification to editable fields. To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button. The **Related Data** toolbar button accesses the tab folder to create/edit the related data.

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

7.4.5.1 Occupational Specialty Tab Folder

To access the occupational specialty tab folder, select the **Data** menu and then choose the **Related Data** option on the **Occupational Specialty** grid or click on the **Related Data** toolbar button.

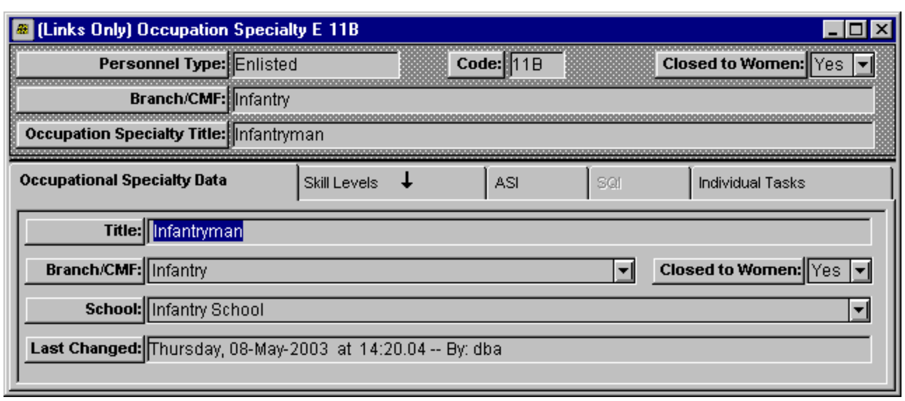


Figure 7-301: Occupational Specialty Tab Folder

The five tab folder selections are described in the following subparagraphs.

Occupational Specialty Data Tab

This tab selection (Figure 7-301) is used to edit the selected occupational specialty information. Field descriptions were provided in section 7.4.5. This is a **detail** tab type. Refer to section 9.4.1.1 for details on using this tab.

Skill Levels Tab

The **Skills Levels** tab (Figure 7-302) is a **drill-down** tab that allows the user to link skill levels to the selected MOS.

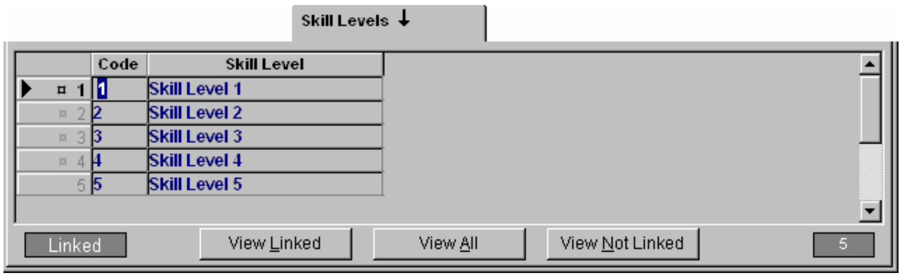


Figure 7-302: Skill Levels Link Tab

> ***Note:*** *You are allowed to unlink skill level links if this Occupation Specialty/Skill Level link contains no data related to the linked record.*

The down-arrow on the **Skill Levels** tab folder is an indicator that this is a **drill-down** tab and additional data can be related to the **Occupation Specialty**.

To access the **Skill Levels** tab folder click the **Related Data** toolbar button or choose the **Data** menu and then select the **Related Data** option on the **Occupation Specialty** menu bar. This will reveal four tabs: **MOS Data**, **Duty Position Links**, **STP Links**, and **Individual Tasks Links**. The four tabs are described in detail in section 7.4.6.2.

Additional Skill Identifier (ASI) Tab

The **Additional Skill Identifier (ASI)** tab (Figure 7-303) allows the user to connect codes to the current Occupation Specialty in the header.

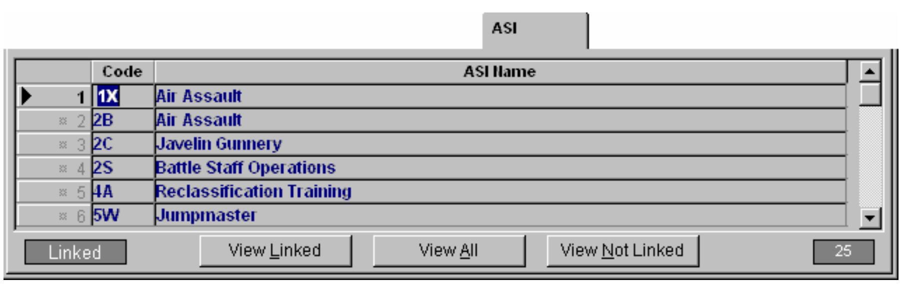


Figure 7-303: ASI Links Tab

The **ASI Code** and **ASI Name** fields are view-only. The links made on this tab populate the picklist displayed at the individual task on the **MOS/ASI Links** tab.

> ***Note:*** *This selection appears only for Enlisted and Warrant Officer, Military Personnel Class (MPCC) links. ASI are associated with specific Enlisted and Warrant Officer Codes but are available to all Officers. This tab does not appear for Officer MPCC links.*

Click on the **Related Data** toolbar button  to view additional ASI data.

Skill Qualification Identifier (SQI) Tab

The **Skill Qualification Identifier (SQI)** tab (Figure 7-304) is a **picklist** tab that allows the user to connect Skill Qualification Identifiers to the current Occupation Specialty in the header.

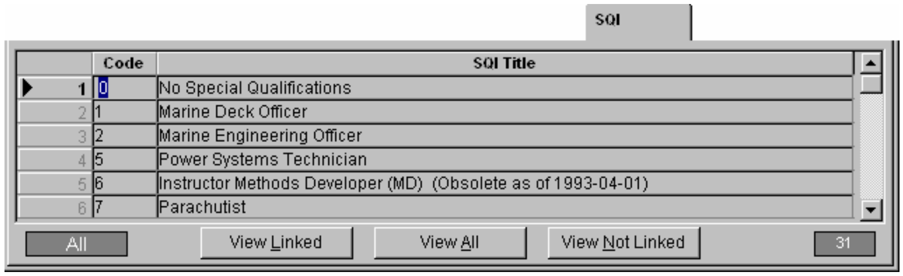


Figure 7-304: SQI Tab

The **SQI Code** and the **SQI Title** fields are view-only. The links made on this tab populate the picklist displayed on the **MOS/SQI Links** tab under the **Occupations** tab at the individual task level.

> ***Note:*** *This selection only appears for warrant officer MPCC Links, since specific SQI are associated with specific Warrant Officer MPCC. SQI are not identified to specific Enlisted MPCC and are not used by Officers. Enlisted occupation specialties can be linked directly to the SQI using the* ***SQI*** *tab found under the* ***Occupations*** *tab at the individual task level.*

Choose the **Related Data** option to access the **SQI** tab folder in the SQI Support Table.

Individual Tasks Tab

The **Individual Tasks** tab (Figure 7-305) is a **picklist** tab that allows the user to connect the individual tasks to the current Occupational Specialty.

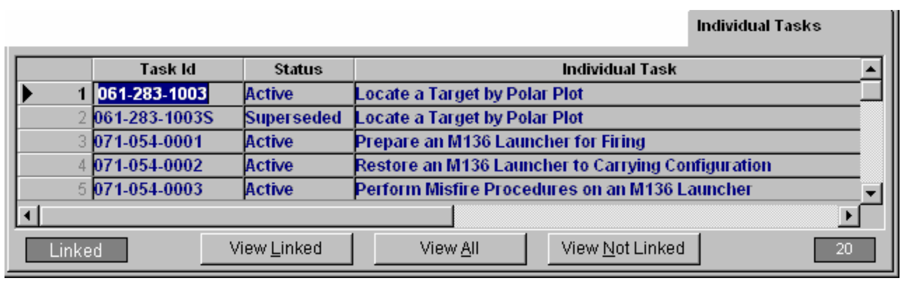


Figure 7-305: Individual Tasks Tab

The **Individual Task Id**, **Status**, and **Individual Task** fields are view-only. Tasks can also be linked to the current Occupation Specialty on the individual task, **Occupations/MOS Links** tab.

The following columns appear on this tab:

Field	**Description**
Individual Task Id	The individual task identification number.
Status	The status of the current task.
Individual Task Name	Title of the Individual task.
Skill Level	Select the skill level to which the task is linked.
Sustainment Levels	Enter the skill levels for sustainment training.
Primary?	Select *Yes* or *No* to indicate if this MOS is the primary MOS/SL for this task.
Training Frequency	Select how often the task should be trained.
Initial Training Location	Select where the task will be trained.

7.4.6 Occupational Specialty/Skill Level

This menu option allows the user to link or view links of Occupational Specialty/Skill Levels to duty positions, STP's and individual tasks. The Occupation Specialty and Skill Level combinations are maintained in the Occupational Specialty Support Table. When the option is first selected, a *Specify Filter Criteria for MOS/Skill Level* window (Figure 7-306) appears allowing you to limit the occupations that will appear on the grid:

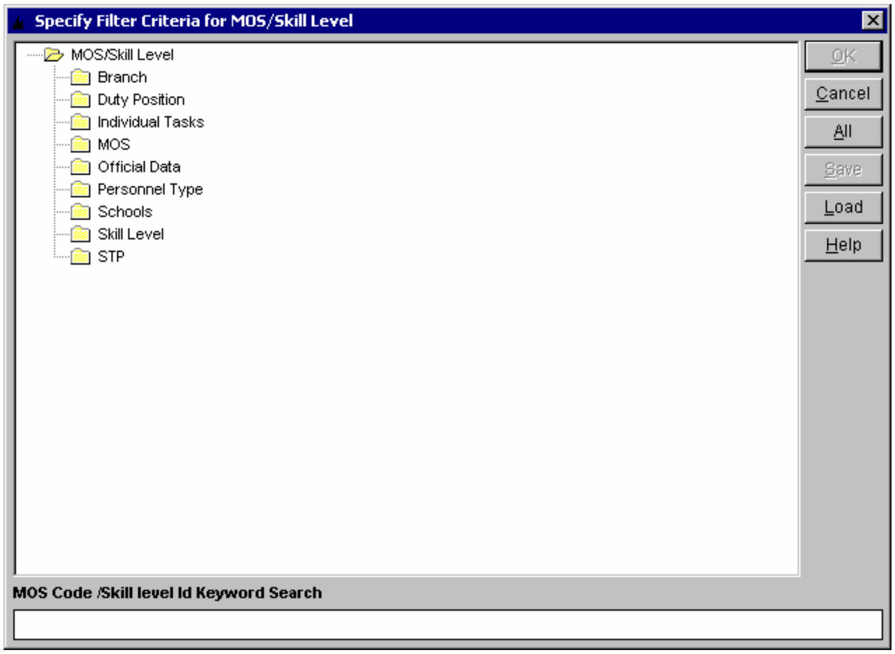


Figure 7-306: MOS/Skill Level Filter Screen

After the filter is selected, the *Occupational Specialty/Skill Level Maintenance* grid appears described in the following paragraph.

7.4.6.1 Selecting Occupational Specialty/Skill Level Data

The *Occupational Specialty/Skill Level Maintenance* grid (Figure 7-307) is a view-only **grid-detail** screen of occupational skill data. No modifications can be made at this grid. ***Note:*** Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.

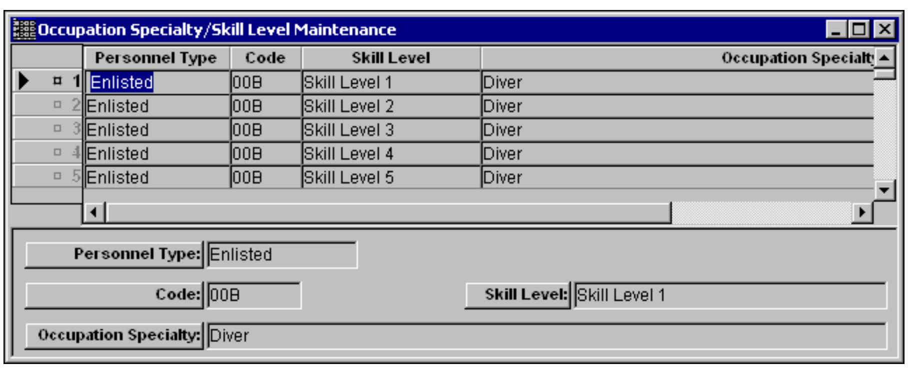


Figure 7-307: Occupational Specialty/Skill Level Maintenance Grid

This selection allows the user to view skill level records linked to the Occupation Specialties in the Occupation Specialty Support tables. The grid window displays a split-view. The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above. As you click in each record on the grid, the detail information on that record will display on the bottom half of the window. Section 9.3 provides complete details on using grid windows. Refer to section 7.4.1, Additional Skills Identifier, for convenient information on searching for data.

The following columns appear on this grid:

Field	Description
Personnel Type	Displays the identification as *Enlisted*, *Warrant Officer*, or *Officer*.
Code	Displays the Occupational Specialty Code.
Skill Level	Enlisted levels 1-5, Warrant ranks 1-5, and Officer ranks 1-8.
Occupation Specialty	Displays the title of the occupational specialty.

This grid allows access to tabs that allow linking of Duty Positions, Soldier Training Publications (STPs), and Individual tasks to the selected MOS and Skill Level. To review the tabs, choose the **Data** menu and then select the **Related Data** option or click on the **Related Data** toolbar button . The tab folder options are described in the following paragraph.

7.4.6.2 Occupational Specialty/Skill Level Tab Folder

To access the **Occupational Specialty/Skill Level** tab folder (Figure 7-308), choose the **Data** menu and then select the **Related Data** option on the *Occupational Specialty/Skill Level Maintenance* grid or click on the **Related Data** toolbar button .

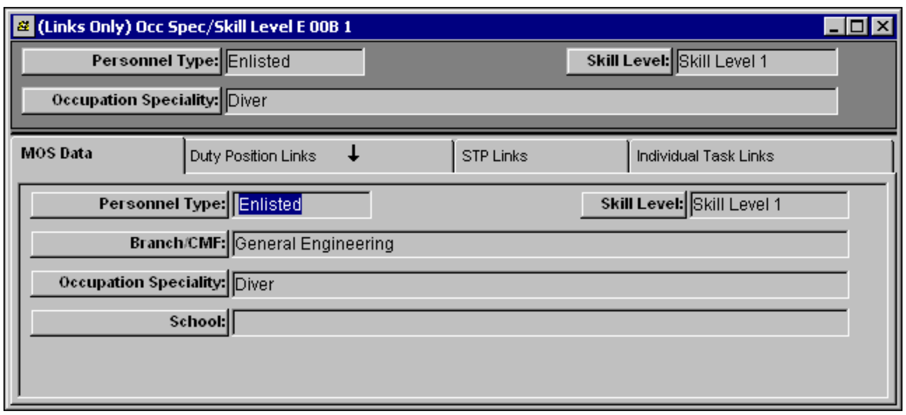


Figure 7-308: Occupational Specialty/Skill Level Tab Folder

The tab folder allows viewing and/or linking of Duty Positions, Soldier Training Publications (STP), and Individual Tasks to the selected MOS and skill level.

After Occupation Specialty/Skill Level records are maintained and linked here, they are available for selection and linking in the following areas of ASAT:

- Individual task, **Occupations/MOS Links** tab.
- Soldier Training Publication (STP) product, **Occupation Specialty Links** tab.
- Duty Positions Support table, **Occupation Specialties/Skill Level** tab.

The four tab folder selections are described in the following subparagraphs.

MOS Data Tab

This **detail** data tab (Figure 7-308) is used to view the MOS data. These fields cannot be edited from this tab. ASAT enters them automatically when changes are made on a previous screen. From the Power Panel, choose the **Support** Module, **Occupational Specialty** option to use the *Occupational Specialty Maintenance* grid option to affect these fields.

Duty Position Links Tab

The **Duty Position Links** tab (Figure 7-309) is a **picklist** tab that is restricted as a **view-only** tab. This tab allows the user to connect Duty Positions for Cross Training and Training Up, and Elements to that MOS/Skill Level/Duty Position.

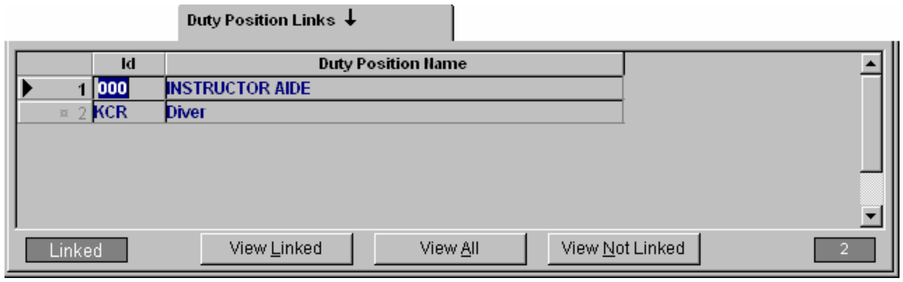


Figure 7-309: Duty Position Links Tab

The down-arrow on the **Duty Position Links** tab folder is an indicator that this is a **drill-down** tab and additional data can be related to the Occupational Specialty/Skill level.

To access the **Duty Position** tab folder, click on the **Related Data** toolbar  or choose the **Data** menu and then select **Related Data** option on the **Occ Spec/Skill Level** menu bar. This will reveal six picklist tabs: **Elements**, **Cross Train Same MOS/Skill Level**, **Cross Train any MOS/Skill Level**, **Individual Tasks**, **Train Up Next Skill Level**, and **Train Up any MOS/Skill Level**. Refer to section 9.4.1.3 for details on using picklist tabs.

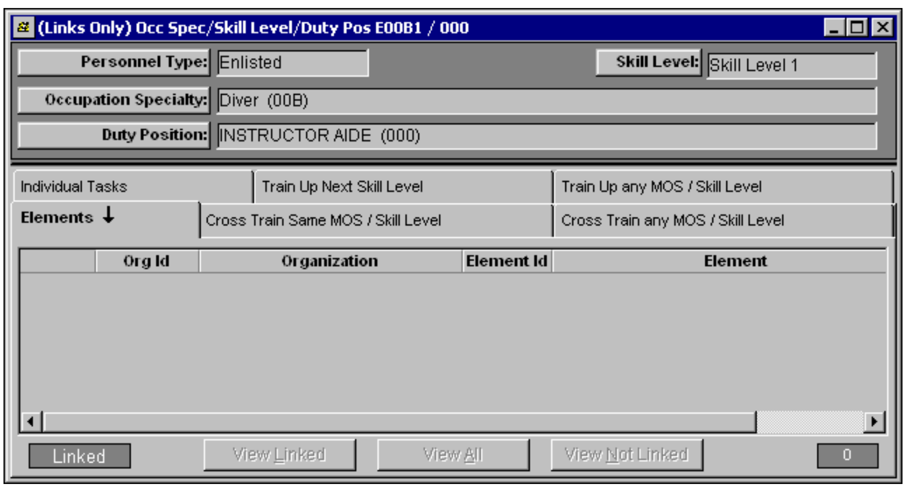


Figure 7-310: Duty Position Links Tab Folder

These tabs are described in detail under the **Duty Position Occupational Specialty/Skill Level** tab in section 7.4.3.1.

STP Links Tab

This tab selection (Figure 7-311) is a **picklist** tab, which allows linking of Soldier Training Publications to the selected **Occ Spec/Skill Level** in the header. This link can also be made from the STP product on the **Occupation Specialty Links** tab.

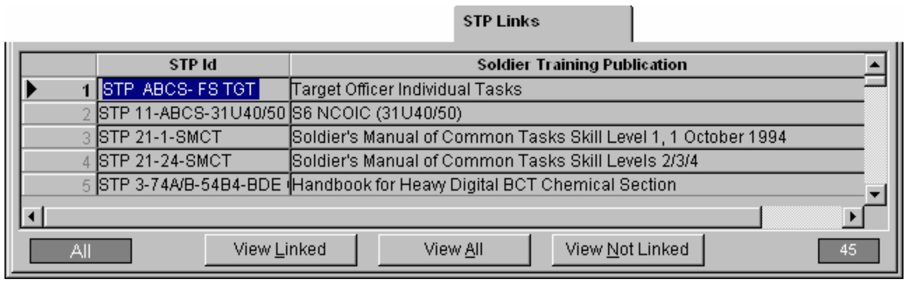


Figure 7-311: STP Links Tab

The following columns appear on this tab:

Field	Description
STP Id	Identification of the Soldier Training Publication.
Soldier Training Publication	Title of the Soldier Training Publication.

Clicking on the **Related Data** toolbar button allows the user to view the **STP** tab folder.

Individual Tasks Links Tab

The **Individual Tasks Links** tab (Figure 7-312) is a **picklist** tab that allows the user to link one or many individual tasks to the selected **Occ Spec/Skill Level** in the header. This link can also be made from the individual task record using the **Occupations, MOS Links** menu option.

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Individual Task* screen will display to assist in defining the list of individual tasks from which to select.

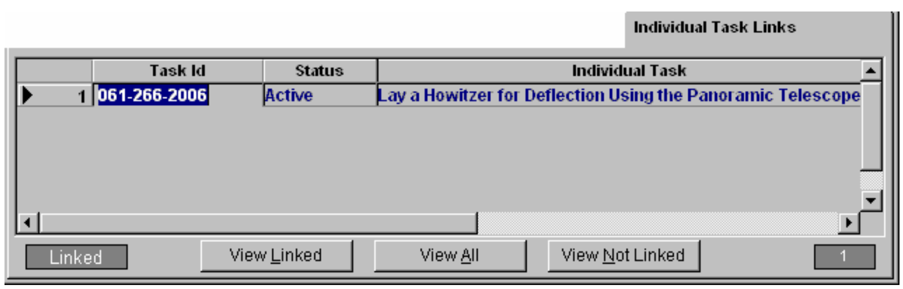


Figure 7-312: Individual Task Links Tab

The following columns appear on this tab:

Field	Description
Task Id	Displays the task identification number.
Status	Displays the status of the current task.
Individual Task	Displays the title of the Individual task.
Primary MOS?	Select *Yes* or *No* to indicate if this MOS is the primary MOS/Skill for this task.
Sust Tng Lvls	Type in the skill level(s) at which refresher training will take place.
Initial Training Location	Displays where the task will be trained.
Sust Tng Freq	Select the frequency at which refresher training will take place.

Click on the **Related Data** toolbar button to view the **Individual Task** tab folder.

7.4.7 Skill/Knowledge Categories

This option allows entry of user-defined categories that can be used to filter the Skills and Knowledges Support Tables that are often large.

7.4.7.1 Selecting Skill/Knowledge Data

The *Skill/Knowledge Category Maintenance* grid (Figure 7-313) is a **grid-detail** view of the **Skill/Knowledge Category Names**.

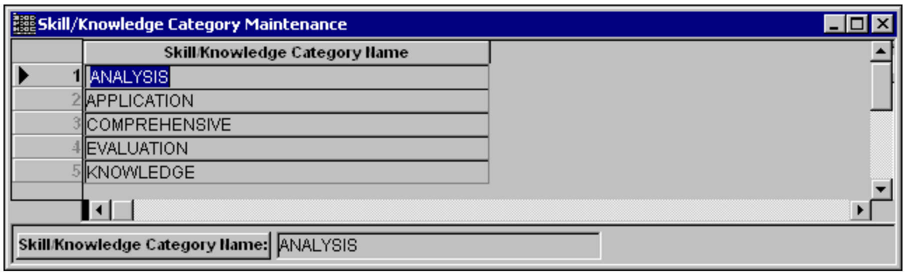


Figure 7-313: Skill/Knowledge Maintenance Screen

This window allows entry of user defined categories that can be used to filter the skills and knowledges tables that can often become large. The categories can be used to filter skills and knowledges when linking to individual tasks or lesson plans. After Skill/Knowledge Category records are created they are available for selection and linking in the following areas in ASAT:

- **Skills Support Table Skill/Knowledge Categories** tab.
- **Knowledges Support Table Skill/Knowledge Categories** tab.

To insert a new Skill/Knowledge category, click the **Insert** toolbar button . To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button . The **Insert** and **Edit** options will turn the background on the screen white for data entry and modification to editable fields. To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button .

The following column appears on this tab:

Field	Description
Skill/Knowledge Category Name	Contains the name of the skill/knowledge category. The maximum entry length for this field is 32 characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.

7.4.7.2 Skill/Knowledge Tab Folder

To access the **Skill/Knowledge** tab folder (Figure 7-314), which allows linking of skills and knowledges to the selected category, choose the **Data** menu and then select the **Related Data** option on the *Skill Knowledge Category* grid or click on the **Related Data** toolbar button .

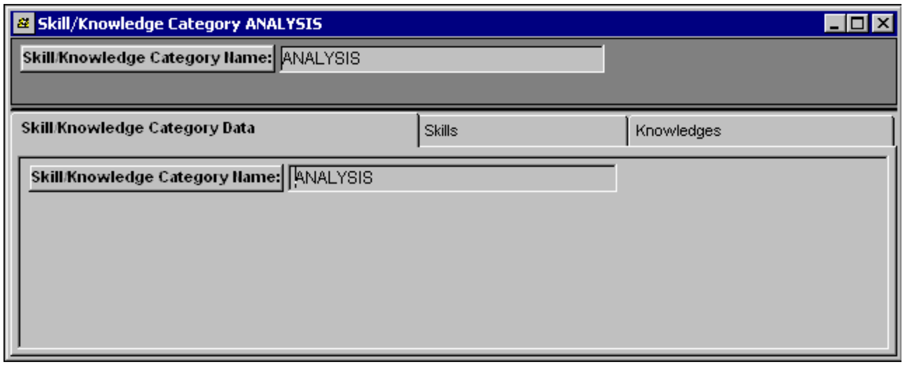


Figure 7-314: Skill/Knowledge Tab Folder

The three tab folder selections are described in the following subparagraphs.

Skill/Knowledge Category Data Tab

This tab (Figure 7-314) is a view-only tab showing the **Skill/Knowledge Category Name**.

Skills Tab

Selecting the **Skills** tab (Figure 7-315) produces the following window:

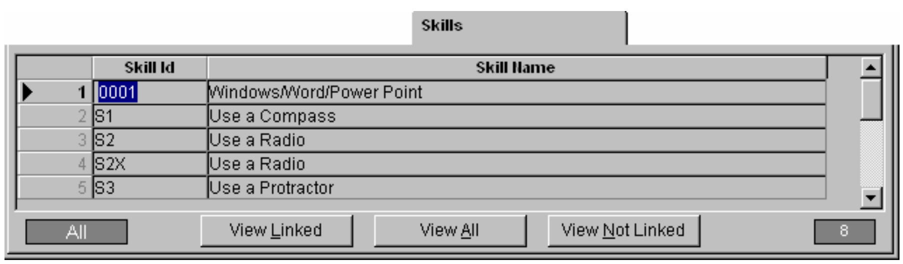


Figure 7-315: Skills Tab

This is a **picklist** tab. When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Skills* screen will display to assist in defining the list of Skills from which to select. Refer to section 9.4.1.3 for details.

Linking skills to user-defined categories assists users in filtering skills when linking to individual tasks and lesson plans. The skills picklist is maintained in the Skills support table. Skills can also be linked to the categories on the **Skill/Knowledge Categories** tab in the Skills support table.

The following columns appear on this tab:

Field	Description
Skill Id	Identification of the Skill.
Skill Name	Name of the Skill.

The **Related Data** toolbar button accesses the **Skills** tab folder. Refer to section 7.4.8.3 for details on these tabs.

Knowledges Tab

Selecting the **Knowledges** tab (Figure 7-316) is a **picklist** tab that produces the following window:

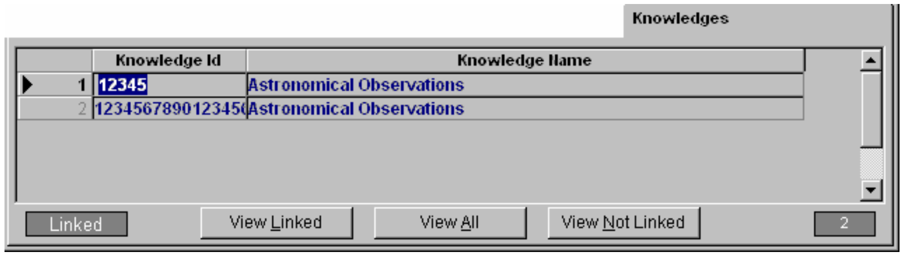


Figure 7-316: Knowledges Tab

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Knowledges* screen will display to assist in defining the list of Knowledges from which to select. Refer to section 9.4.1.3 for details.

Linking knowledges to user-defined categories assists users in filtering knowledges when linking to individual tasks and lesson plans. The Knowledge picklist is maintained in the Knowledges support Table. Knowledges can also be linked to the categories at the **Skill/Knowledge Categories** tab in the Knowledges support Table.

The following columns appear on this tab:

Field	Description
Knowledge Id	Identification of the Knowledge.
Knowledge Name	Name of the Knowledge.

The **Related Data** toolbar button accesses the tab folder to view the **Knowledges** tab folder.

7.4.8 Skills

This menu option allows the user to add, edit, or delete Skills. This table populates the picklist on the **Skills** tab on the **Individual Task** tab folder, the **Individual Task Performance Step** tab folder (accessed using the **Data** menu, **Outline Editor** option on the **Individual Task** grid or tab folder), and the **Lesson Plan/Administrative Data** tab folders. This Support Table is populated at the user level.

7.4.8.1 Selecting Skills Data

Since the Skills Table in ASAT can be large, a *Specify Filter Criteria for Skills* screen (Figure 7-317) will display automatically when this support table is selected. Refer to section 9.2, Filters, for more information about setting up, saving, and loading filters.

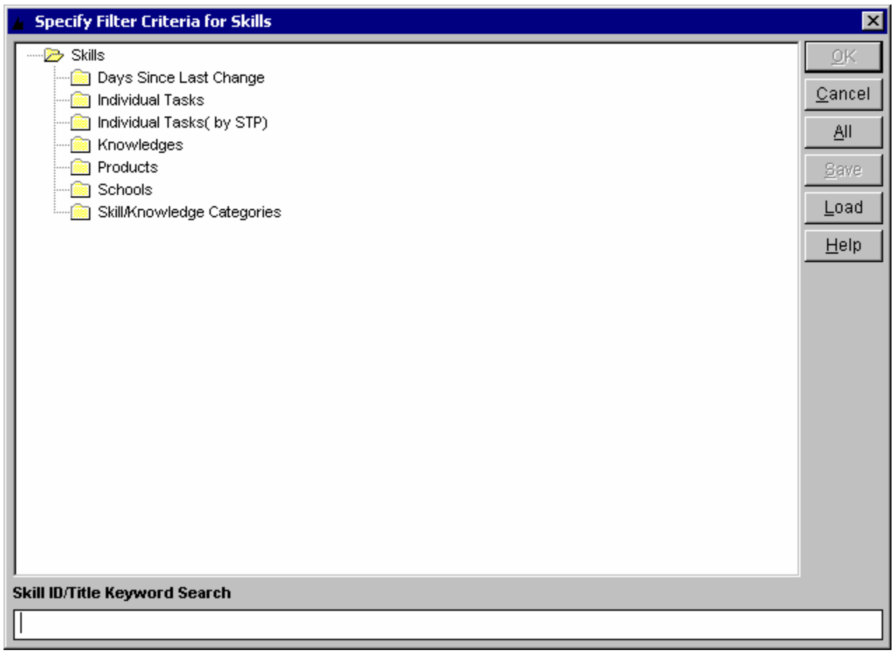


Figure 7-317: Skills Filtering Screen

After selecting filter criteria, click on the **OK** button to display a *Skills Maintenance* grid (Figure 7-318).

> ***Note:*** *If the* ***Load*** *button is used to load a saved filter, the* ***OK*** *button must be clicked when you are returned to the filter screen to activate the filter.*

7.4.8.2 Selecting Skills Maintenance Data

The *Skills Maintenance* grid is a **grid-detail** view of duty skill names. This table populates the picklist on the skills tab on the individual task, individual task performance step, and lesson plan tab folders.

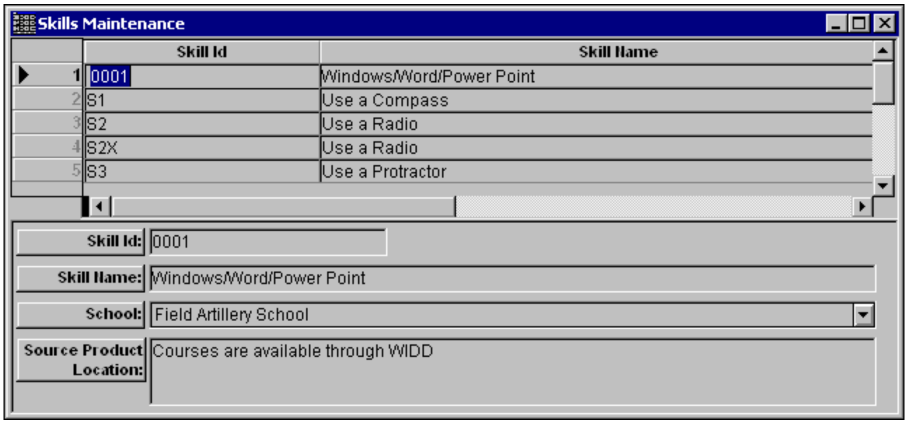
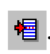


Figure 7-318: Skills Maintenance Grid

The **grid-detail** window is a split-view. The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above. As you click in each record on the grid, the detail information on that record will display on the bottom half of the window. The user may also search for specific information to find a particular record. Refer to section 7.4.1, Additional Skills Identifier, for convenient information on searching for data.

The following columns appear on this tab:

Field	Description
Skill Id	Identification of the Skill. The maximum entry length for this field is 17 characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Skill Name	The name of the Skill.
School	The school or agency responsible for the skill entry.
Source Product Location	The source of the Knowledge.
Last Changed	Displays the date/time and User ID of the last change. This field cannot be entered or changed. ASAT automatically fills it in when the record changes. Double-click in the field to view details on the person who made the most recent change.

To insert a new skill, click the **Insert** toolbar button . To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button . The **Insert** and **Edit** options will turn the background on the screen white for data entry and modification to editable fields. To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button .

7.4.8.3 Skills Tab Folder

To access the **Skills** tab folder (Figure 7-319) used to relate duty position links, choose the **Data** menu and then select the **Related Data** option on the *Skill Maintenance* grid or click on the **Related Data** toolbar button .

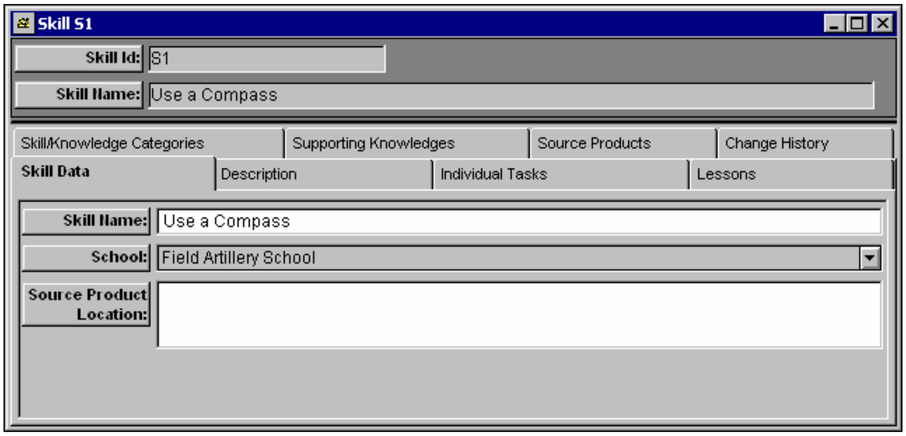


Figure 7-319: Skill Data Tab Folder

The eight tab folder selections are described in the following subparagraphs.

Skill Data Tab

This tab (Figure 7-319) is a **detail** tab used to edit the skills data. Refer to section 9.4.1.1 for procedures on using this tab type. See section 7.4.8.2 for descriptions of these fields.

Description Tab

The **Description** tab (Figure 7-320) is a **block** data tab that allows the entry and editing of a description of the skill. Section 9.4.1.2 provides details on using **block** tabs.

Figure 7-320: Description Tab

Individual Tasks Tab

The **Individual Tasks** tab (Figure 7-321) is a **picklist** tab that allows the user to connect individual tasks to the current skill.

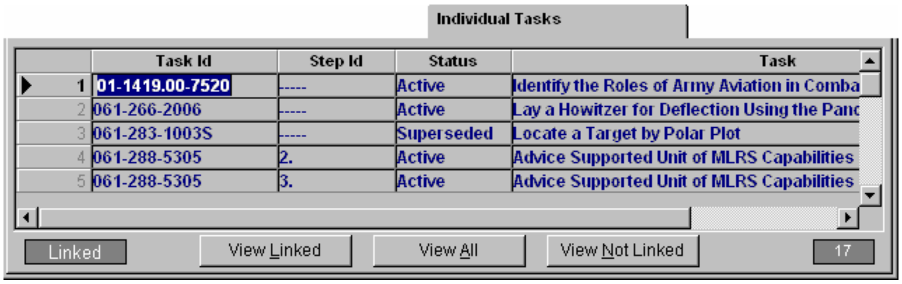


Figure 7-321: Individual Task Tab

The **Task Id**, **Step Id**, **Status**, and **Individual Task** fields are view-only. Skills can also be linked to an individual task on a **Skills** tab at the task level or the task performance step level. Skills cannot be linked to individual task steps on this screen.

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Individual Task* screen will display to assist in defining the list of individual tasks from which to select.

The **Related Data** toolbar button accesses the **Individual** tab folder to create/edit the related data. Refer to section 6.5, Create/Edit Individual Tasks, for details on these tabs.

The following columns appear on this tab:

Field	Description
Task Id	Displays the task identification number.
Step Id	The **Step Id** column displays the step number that the record is linked to at the step level in the task outline. Dashes in the column indicate that the record is linked at the task level.
Status	Displays the status of the current task.
Task	Displays the title of the Individual task.

Lessons Tab

The **Lessons** tab (Figure 7-322) is restricted as a **view-only** tab of any Lesson plans previously linked to the selected skill. Skills are linked to a lesson plan on the **Skills** tab accessed through the **Administrative Data** tab.

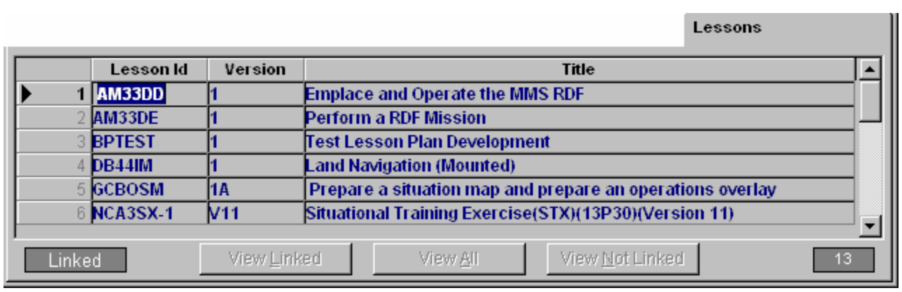


Figure 7-322: Lessons Tab

The following columns appear on this tab:

Field	Description
Lesson Id	Lesson identification number.
Version	Identifies the lesson plan version.
Title	Title of the lesson.

The **Related Data** toolbar button accesses the **Lesson plan** tab folder to view additional information. Refer to section 6.8, Create/Edit Lesson Plans, for details on these tabs.

Skill/Knowledge Categories Tab

The **Skill/Knowledge Categories** tab (Figure 7-323) is a **picklist** tab that allows the user to connect Skill/Knowledge Categories to the current skill. Refer to section 9.4.1.3 for details on picklist tab types.

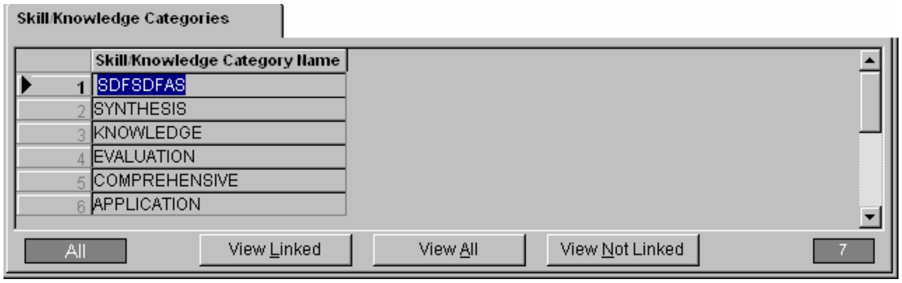


Figure 7-323: Skill/Knowledge Categories Tab

The **Skill/Knowledge Category Name** field is view-only. The Skills support Table could become very large. Assigning skills to user-defined categories assists developers in filtering skills when accessing the picklist to make links to individual tasks or lesson plans. The categories are maintained in the Skill/Knowledge Categories support Table.

Supporting Knowledges Tab

The **Supporting Knowledges** tab (Figure 7-324) is a **picklist** tab that allows the user to connect Knowledges to current skills. Refer to section 9.4.1.3 for details.

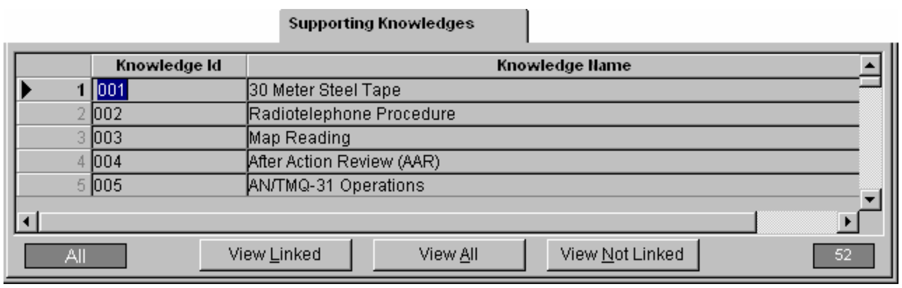


Figure 7-324: Supporting Knowledges Tab

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Knowledges* screen will display to assist in defining the list of knowledges from which to select.

The following columns appear on this tab:

Field	Description
Knowledge Id	Identification number of the Knowledge.
Knowledge Name	Title of the Knowledge.

The **Related Data** toolbar button accesses the **Knowledges** tab folder to create/edit the related data. Refer back to section 7.4.4.3 for details on these tab selections.

Source Products

The **Source Products** tab (Figure 7-325) is a **picklist** tab. It allows the user to connect Products to current skills. Refer to section 9.4.1.3 for details. The Source product picklist is maintained in the Products Support Table.

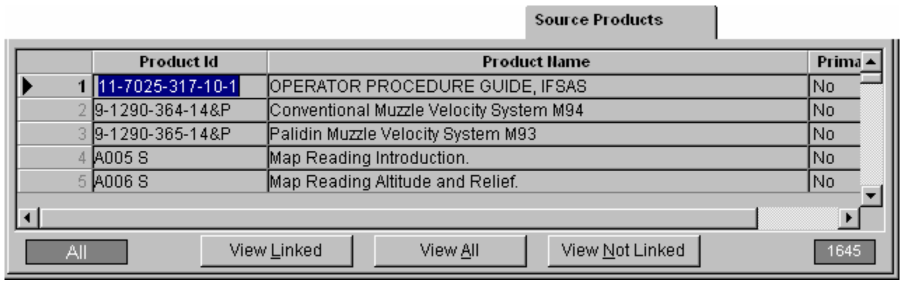


Figure 7-325: Source Products Tab

When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Products* screen will display to assist in defining the list of Products from which to select.

The following columns appear on this tab:

Field	Description
Product Id	Product identification number.
Product Name	Title of the Product.
Primary?	Indicates if this is the Primary Source (*Yes*/*No*). Only one record on the tab can be identified as primary.

The **Related Data** toolbar button accesses the **Product** tab folder to view additional data about the product.

Change History

This tab contains a list all of the changes that have been made to the record.

7.4.9 Special Qualification Identifiers (SQI)

This menu option allows the user to add, edit, or delete SQIs in ASAT. The *SQI Maintenance* grid (Figure 7-326) is a **grid-detail** view of SQIs. This table is used to build a picklist of SQI for linking to Occupation Specialties and Individual Tasks. SQIs are associated with specific warrant officer MPCC, but are available to any enlisted personnel. Officers do not use them.

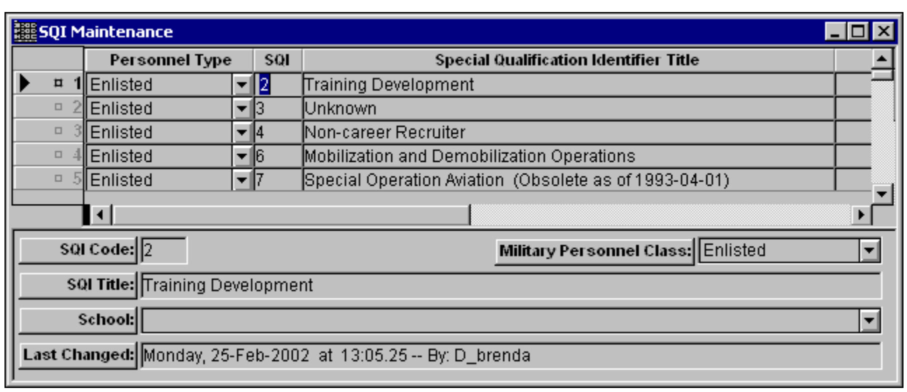


Figure 7-326: SQI Maintenance Grid

> ***Note:*** *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

The **grid-detail** window displays a split-view. The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above. As you click in each record on the grid, the detail information on that record will display on the bottom half of the window. Section 9.3 provides complete details on using grid windows. Refer to section 7.4.1, Additional Skills Identifier, for convenient information on searching for data.

The following columns appear on this tab:

Field	Description
Personnel Type	The identification as *Enlisted*, *Warrant Officer*, or *Officer*.
SQI Code	The code for the personnel. The maximum entry length for this field is two characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
SQI Title	The title of the SQI.
School	The school or agency responsible for the SQI.
Last Changed	The date/time and user ID of the last change. This field cannot be changed. ASAT automatically enters information when the record changes. Double-click in the field to view details on the person who made the most recent change.

To insert a new SQI, click the **Insert** toolbar button . To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button . The **Insert** and **Edit** options will turn the background on the screen white for entering new information and for editing the editable fields. To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button .

After SQI records are created, they are available for linking in the following areas in ASAT:

- **Individual Task, Occupations/SQI** tab. Applies to Enlisted occupation specialties, since Enlisted ASI do not apply to specific occupation specialties.
- **Occupation Specialties, Table SQI** tab. Applies to Warrant Officer (WO) occupation specialties, since SQI apply to specific WO occupation specialties.
- **Individual Task, Occupations/MOS/SQI Links** tab. Requires prior linking of SQI to the same Occupation Specialty selected on the **Occupations/MOS Links** tab for the task. The prior linking of the SQI to the MOS must be made on the Occupation Specialties Table **SQI** tab. The **Occupations/MOS/SQI Links** tab applies to WO occupation specialties.

7.4.9.1 SQI Tab Folder

To access the **SQI** tab folder to view occupation specialties linked to the selected SQI, and to link or view individual tasks linked to the SQI, click on the **Data** menu and then select the **Related Data** option on the *SQI Maintenance* grid or click on the **Related Data** toolbar button . The **SQI** tab folder (Figure 7-327) will appear.

Figure 7-327: SQI Tab Folder

SQI Data Tab

The **SQI Data** tab (Figure 7-327) is a **detail** tab used to edit the selected SQI data. Refer to section 9.4.1.1 for details on using this tab. See section 7.4.9 for field definitions.

Occupation Specialties Tab

The **Occupation Specialties** tab (Figure 7-328) displays any Occupation Specialties linked to the selected SQI in the header. The fields are view-only. Occupation Specialties are linked to the SQI on the **SQI Links** tab located in the tab folder of the Occupation Specialty support Table.

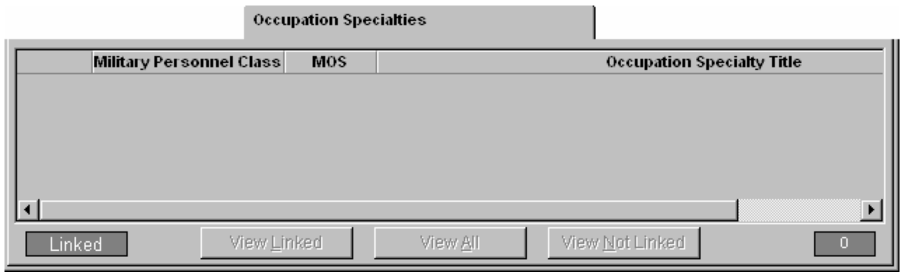


Figure 7-328: Occupation Specialties Tab

SQI are associated with specific warrant officer MPCC, but are available to any enlisted personnel and are not used by officers.

The following columns appear on this tab:

Field	Description
Military Personnel Class	The identification as *Enlisted*, *Warrant Officer*, or *Officer*.
MOS	Military Occupation Specialty.
Occupational Specialty Title	The title of the Occupational Specialty.

Individual Tasks Tab

The **Individual Tasks** tab (Figure 7-329) is a **picklist** tab used to link one or many individual tasks to the selected **SQI** in the header. When the **View All** or **View Not Linked** buttons are used, the *Specify Filter Criteria for Individual Task* screen will display to assist in defining the list of individual tasks from which to select. An SQI can also be linked to an individual task on the **SQI Links** tab located in the **Individual Task** tab folder under the **Occupations** tab.

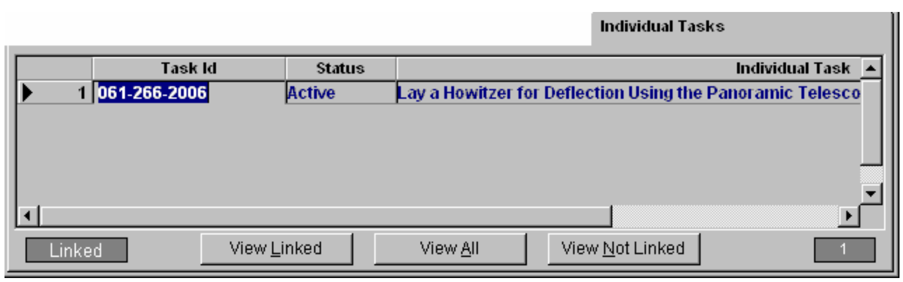


Figure 7-329: Individual Tasks Tab

The following columns appear on this tab:

Field	Description
Task Id	Displays the Task identification number.
Status	Contains the code identifying the status of the current task as being *Proposed*, *Active*, *Obsolete*, *Inactive*, *Superseded*, or *Draft*.
Individual Task	Displays the Title of the individual task.

Click on the **Related Data** toolbar button to access the **Individual** tab folder described in section 6.5, Create/Edit Individual Tasks.

7.4.10 Training Locations

The *Training Locations Maintenance* grid is the result of selecting the **Training Locations** option from the **Individual** section of the **Support** Module on the Power Panel. This selection allows the user to maintain a listing of training locations that populate the picklist for the **Initial Training Location** field on the **MOS Links** tab for an individual task. The **MOS Links** tab is accessed through the **Occupations** tab in the **Individual Task** tab folder. This information is displayed in the MOS training plan in Chapter 2 of a STP. From this screen you can add (insert), edit, and delete Training Locations.

7.4.10.1 Selecting Training Location Data

The *Training Locations Maintenance* grid (Figure 7-330) is a **grid-detail** view of training locations.

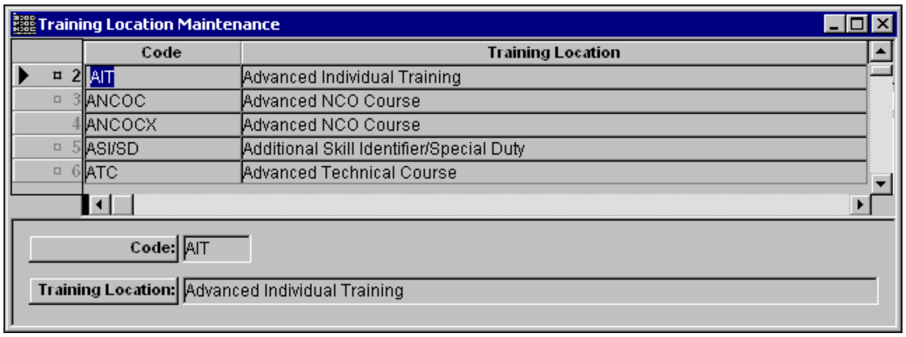


Figure 7-330: Training Location Maintenance Grid

The **grid-detail** window displays a split-view. The top half of the window is a grid of rows and columns of data. The bottom half of the window displays details of the information focused on the grid above. As you click in each record on the grid, the detail information on that record will display on the bottom half of the window. Section 9.3 provides complete details on using the grid. Refer to section 7.4.1, Additional Skills Identifier, for convenient information on searching for data.

The columns at this window include:

Field	Description
Training Location Code	Displays the code that identifies the training location. The maximum entry length for this field is eight characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Training Location	Displays the training location name.

Note: *Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

To insert a new training location, click the **Insert** toolbar button . To select an existing record for editing, click the mouse on the desired row, and then click the **Edit** toolbar button . The **Insert** and **Edit** options will turn the background on the screen white for data entry and modification to editable fields. To delete a record, click the mouse on the desired row, and then click the **Delete** toolbar button .

7.4.10.2 Editing Training Location Data

To edit training location data, choose the **Data** menu and then select the **Related Data** option on the *Training Location Maintenance* grid or click on the **Related Data** toolbar button .

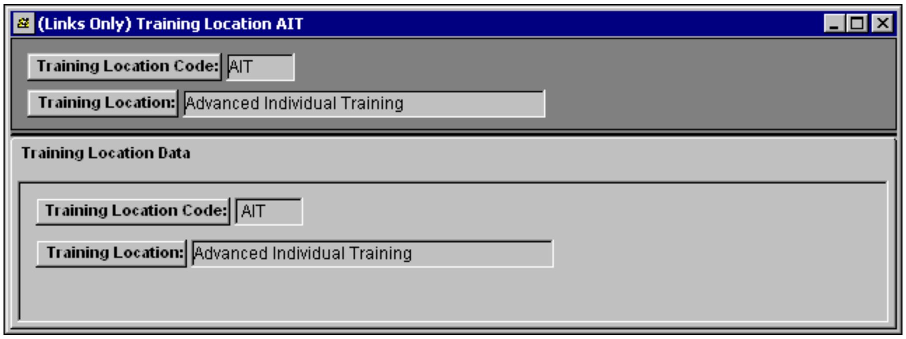


Figure 7-331: Training Location Data Tab

This tab is used to edit the training location information. It contains the same information shown on the *Training Location Maintenance* grid.

7.5 Lesson Tables

The Support tables listed in this section are used to populate picklists used with the **Lesson** Module.

There are seven active tables listed in the **Lesson** section of the **Support** Module. They are listed as follows, along with the section number where they are covered in the user's guide.

Table	Section
Administrative Time Category	7.5.1
All Jobs/Occupation	7.5.2
Instructor Type	7.5.3
ITP	7.5.4
Method of Instruction	7.5.5
Support Personnel	7.5.6
Technique of Delivery	7.5.7

To make a selection for the Lesson category, click **Support** on the Power Panel (Figure 7-332). Next, click and drag the vertical scroll bar on the Power Panel until the **Lesson** section appears. Highlight a title and double-click on the title or highlight a title and click the **Open** button.

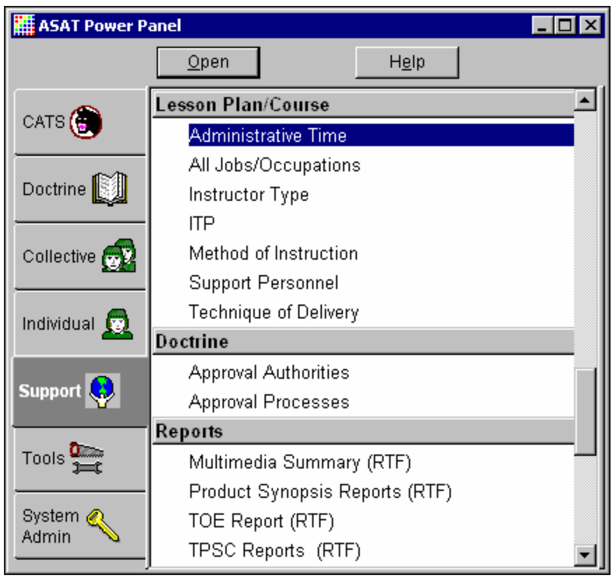


Figure 7-332: Support Module – Lesson Tables

7.5.1 Administrative Time Category

This selection is used to edit, add, or delete administrative time categories. This table provides a **picklist** used with the **Time Category** field on the **ICH Data** tab for a TLO or ELO lesson learning step/activity. This information is not part of a lesson plan or TSP, this list is used to develop a POI.

7.5.1.1 Selecting Administrative Time Data

The *Administrative Time Category Maintenance* grid (Figure 7-333) is a **grid-detail** view of the administrative time maintenance information.

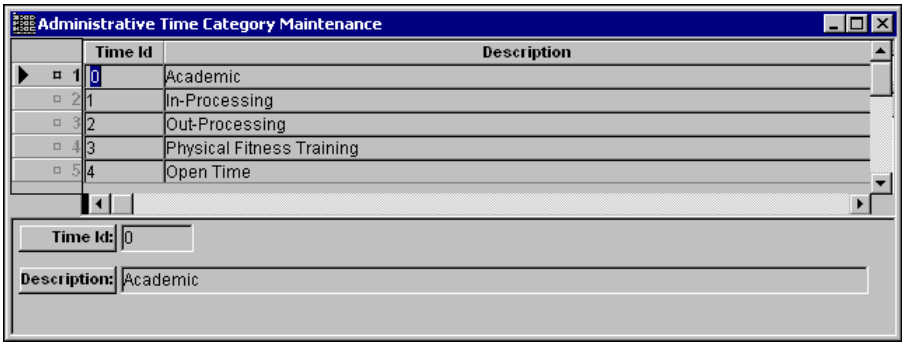


Figure 7-333: Administrative Time Category Maintenance Grid

The top half of the window is a grid of rows and columns of time codes and descriptions. The bottom half of the window displays details of the time information focused on the grid above.

The following columns appear on this tab:

Field	Description
Time ID	The Administrative Time Category identifier. The maximum entry length for this field is five characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Description	A descriptive title of the Administrative Time Category.

Note: *Records marked in the row column by a '¤' are official data and cannot be deleted.*

To edit, select a **Time Id** and choose the **Data** menu and then select **Edit Record** or click on the **Edit** toolbar button . This will turn the background of the fields for the selected record white. To add a new time category description, select the **Data** menu and choose the **Insert Record** option or click on the **Insert Record** toolbar button . This will add a new row in which you can add information to the table. To delete a record, select the **Data** menu and choose the **Delete Record** option or click the **Delete Record** toolbar button . A confirmation prompt appears before the record is deleted. To view Administrative Time Category records that are linked to the selected record, choose the **Data** menu and then select the **Related Data** option or click on the **Related Data** toolbar button . This action brings up the **Administrative Time Category** tab folder described in the following section.

7.5.1.2 Administrative Time Category Tab Folder

To access the **Administrative Time Category** tab folder (Figure 7-334) choose the **Data** menu and the select the **Related Data** option on the *Administrative Time Category Maintenance* grid or click the **Related Data** toolbar button . This allows the user to view the detailed information on a record and to view lessons/learning step activities that are linked to the record.

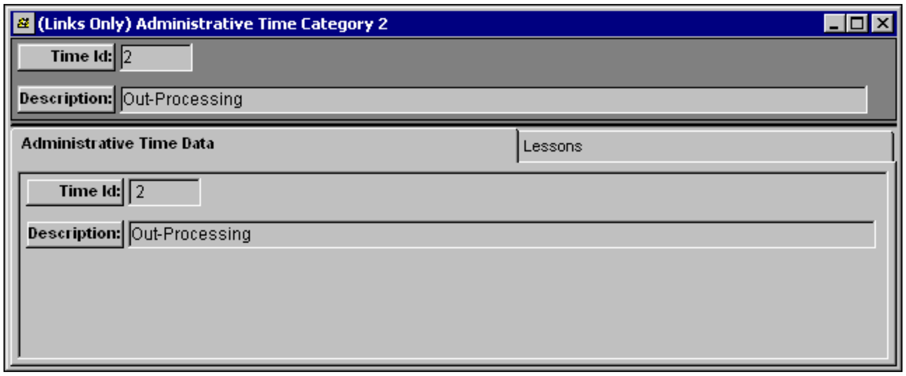


Figure 7-334: Administrative Time Category Tab Folder

The two tabs are described in the following subparagraphs.

Administrative Time Data Tab

This tab selection (Figure 7-334) is a **detail** data tab and contains the following fields from the *Administrative Time Category Maintenance* grid.

The following fields appear on this tab:

Field	Description
Time Id	The Administrative Time Category identifier.
Description	A descriptive title of the Administrative Time Category.

Lessons Tab

The **Lessons** tab (Figure 7-335) is a **view-only** tab that displays all the lessons that use the administrative time category shown in the record header.

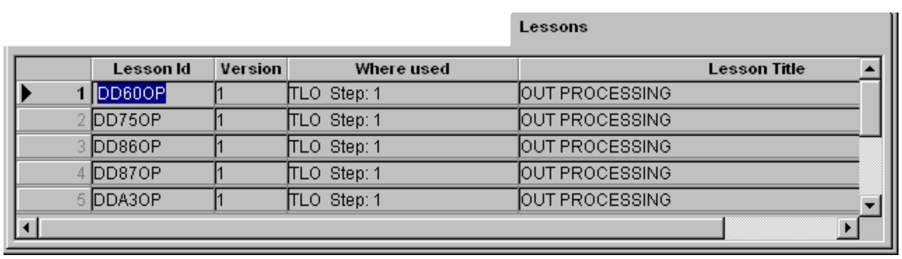


Figure 7-335: Administrative Time Category Lessons Tab

Each listing identifies the lesson number, the lesson version, and the place where the administrative time category is used in the lesson. Clicking the **Related Data** toolbar button will access the **Lesson Plan** tab folder to view additional details on the lesson.

7.5.2 All Jobs / Occupations

This table provides information about jobs and occupational information contained within the database. A *Specify Filter Criteria for Job/Occupation* screen is available to limit the amount of information that appears on the grid.

7.5.2.1 Selecting Jobs / Occupations Data

The *All Jobs/Occupations (Specialties) Maintenance* grid (Figure 7-336) is a **grid-detail** view of job and occupational specialty information. No additional related data may be accessed from this grid.

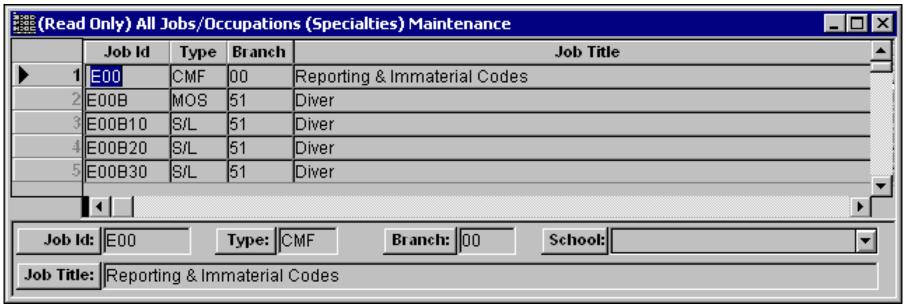


Figure 7-336: All Jobs / Occupations (Specialties) Maintenance Grid

7.5.3 Instructor Type

This table provides the picklist used on the **Instructor Type** tab for a lesson learning TLO or ELO step/activity. Instructor type records can be added, edited, or deleted from this screen. This table is populated at the user level and will be empty when ASAT is initially loaded. as no data is entered automatically.

7.5.3.1 Selecting Instructor Type Data

The *Instructor Type Maintenance* grid (Figure 7-337) is a **grid-detail** view of the Instructor type information. This table provides the picklist displayed on the **Instructor Type** tab for a lesson learning step/activity. Instructor types can be added, edited, or deleted on this grid screen.

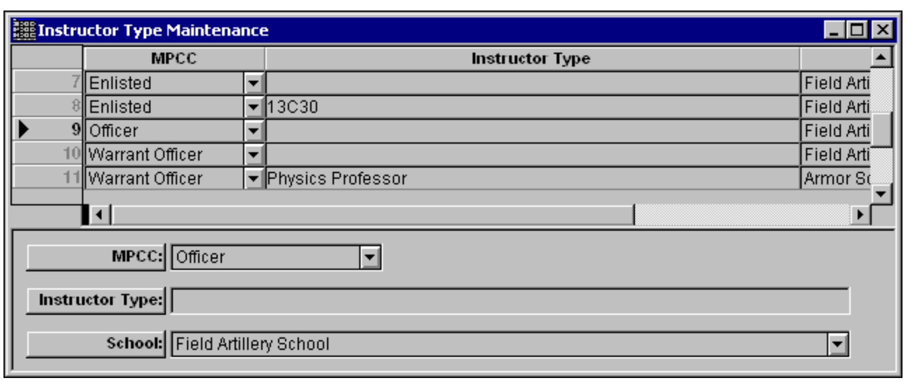


Figure 7-337: Instructor Type Maintenance Grid

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above.

Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window.

To edit, select a row and choose the **Data** menu and select **Edit Record** or click the **Edit** toolbar button. This will turn the background of the **Instructor Type** field for the selected record white indicating that you can edit the information in the field.

To add a new instructor type, choose the **Data** menu and then select **Insert Record** or click on the **Insert Record** toolbar button. This will add a new row to the table in which you can add information.

Note: ***Note:*** *The school field is automatically added. To delete an instructor type, choose the* ***Data*** *menu and then select* ***Delete Record*** *or click on the* ***Delete Record*** *toolbar button.*

The following columns appear on this tab:

Field	Description
MPCC	The Military Personnel Classification Code (MPCC). The default entry is *Enlisted*.
Instructor Type	Identifies the type of instructor.
School	Identifies the school or agency associated with the instructor type.

To view data that is linked to the selected record, choose the **Data** menu and then select the **Related Data** option or click on the **Related Data** toolbar button. This action brings up the **Instructor Type** tab folder described in the following section.

7.5.3.2 Instructor Type Tab Folder

To access the **Instructor Type** tab folder (Figure 7-338), choose the **Data** menu and then select the **Related Data** option on the *Instructor Type Maintenance* grid or click on the **Related Data** toolbar button. This allows viewing of Lesson Plan Learning Step/Activities that are linked to the selected Instructor type.

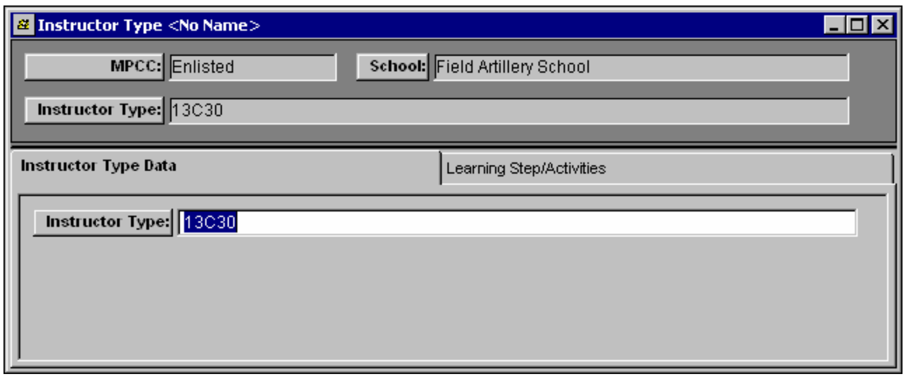


Figure 7-338: Instructor Type Tab Folder

The two tabs are described in the following subparagraphs.

Instructor Type Data Tab

This tab selection (Figure 7-338) allows editing of the **Instructor Type** field.

Learning Step/Activities Tab

The **Learning Step/Activities** tab (Figure 7-339) is a **view-only** tab that shows the learning steps/activities that are linked to the selected Instructor Type. Each record identifies the lesson number, the lesson version, the lesson name, the Learning Objective (LO), and the learning step/activity to which the Instructor Type is linked.

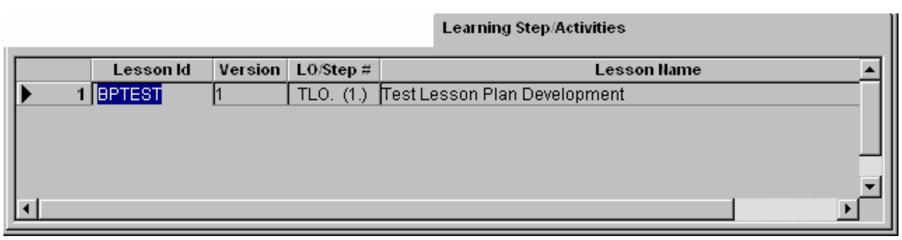


Figure 7-339: Learning Step/Activities Tab

Note: TLO *(Terminal Learning Objective) will display in the* ***LO/Step#*** *column before the step ID if the link is to a TLO Learning Step/Activity.*

To access the tab folder for the lesson; choose the **Data** menu and then select the **Related Data** option or click on the **Related Data** toolbar button. Refer to section 6.8 for details on the **Lesson** tab folder.

7.5.4 ITP

This table provides the drop-down picklist used for Individual Training Plan (ITP) fields.

7.5.4.1 Selecting ITP Data

The *ITP Maintenance* grid (Figure 7-340) is a grid-detail view of ITP information.

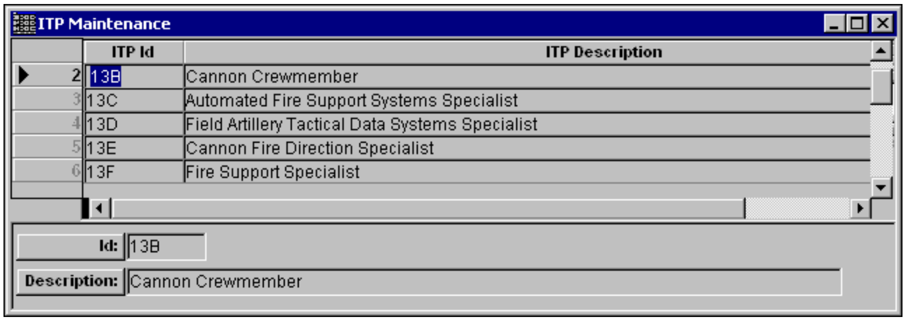


Figure 7-340: ITP Maintenance Grid

7.5.4.2 ITP Tab Folder

To access the **ITP** tab folder (Figure 7-341), choose the **Data** menu and then select the **Related Data** option on the *ITP Maintenance* grid or click on the **Related Data** toolbar button .

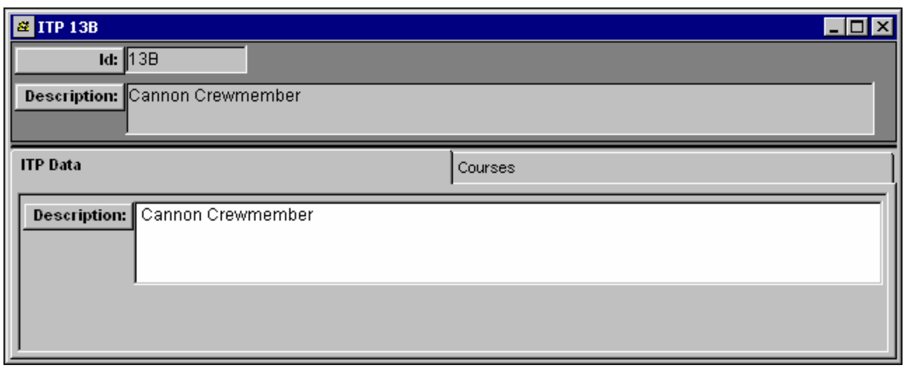


Figure 7-341: ITP Tab Folder

ITP Data Tab

This **block** data tab (Figure 7-341) allows the user to enter a description of the ITP.

Courses

This tab is for viewing purposes only. It displays all of the courses to which this ITP is linked.

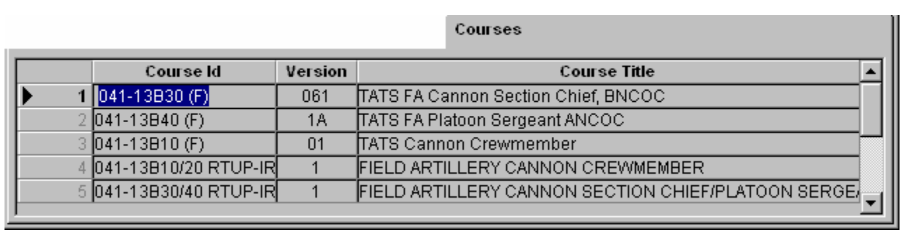


Figure 7-342: ITP Courses Tab

7.5.5 Method of Instruction

This table provides the drop-down picklist used for the **Method of Instruction** field, which appears on the following tabs in a lesson record in ASAT:

Introduction Data Tab
Step/Activity Data Tab
Summary Data Tab
Practical Exercise Data Tab

Note: *TRADOC Reg. 350-70, Appendix H-1 describes the approved Methods of Instruction. Only approved Methods of Instruction should appear in this table. Official Data from Forces Management Integrated Database (FMIDB) and other sources is identified by a '¤' character before the row number.*

7.5.5.1 Selecting Method of Instruction Data

The *Method of Instruction Maintenance* grid (Figure 7-343) is a **grid-detail** view of the method of instruction information.

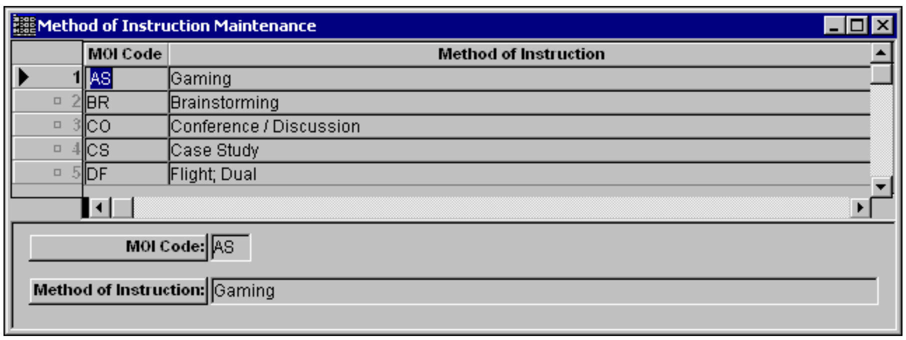


Figure 7-343: Method of Instruction Maintenance Grid

The top half of the window is a grid of rows and columns of data. The bottom half of the window displays details of the information focused on the grid above. The two fields at this grid are **MOI Code** and **Method of Instruction**.

Section 9.3 provides a detailed explanation of all the features of a **grid-detail** window.

To edit, select a method of instruction category and click on the **Edit** toolbar button . This will turn the **Method of Instruction** field white, and you can edit the information (the **MOI Code** cannot be edited.) To add a new Method of Instruction, click on the **Insert Record** toolbar button . This will add a new row to the table in which you can add information. To delete a record, click on the **Delete Record** or the **Delete** toolbar button . A confirmation prompt appears before the record is deleted.

The following columns appear on this grid:

Field	Description
MOI Code	The code identifier for the Method of Instruction. The maximum length for this field is two characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Method of Instruction	The name of the method of instruction.

To view data, which is linked to the selected Method of Instruction record, choose the **Data** menu and then select the **Related Data** option or click on the **Related Data** toolbar button . This action brings up the **Method of Instruction** tab folder described in the following paragraph.

7.5.5.2 Method of Instruction Tab Folder

To access the **Method of Instruction** tab folder (Figure 7-344), choose the **Data** menu and then select the **Related Data** option on the *Method of Instruction Maintenance* grid or click on the **Related Data** toolbar button . This allows viewing of the lessons/learning step activities that are linked to the record.

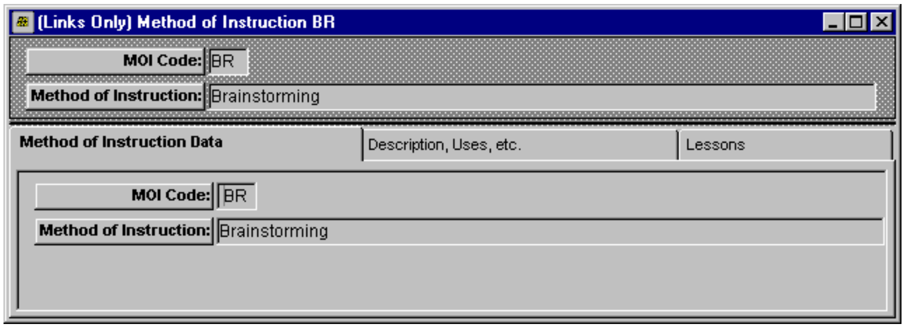


Figure 7-344: Method of Instruction Tab Folder

Method of Instruction Data Tab

The **Method of Instruction Data** tab (Figure 7-344) is a **detail** tab and contains the following fields from the record selected at the *Method of Instruction Maintenance* grid.

The following fields appear on this tab:

Field	Description
MOI Code	The code identifier for the method of instruction.
Method of Instruction	The name of the method of instruction.

Description, Uses, etc. Tab

The **Description, Uses, etc** tab (Figure 7-345) is a detail tab used to enter description, use, and instructor to student ration information about the Method of Instruction.

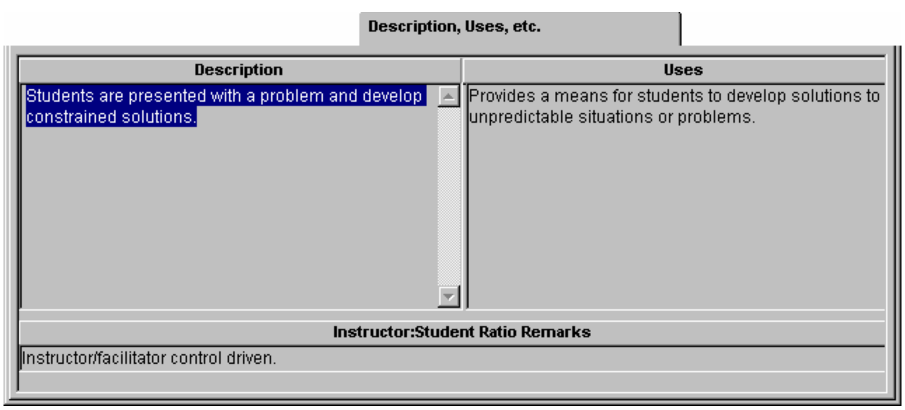


Figure 7-345: Method of Instruction Description, Uses, etc. Tab

Lessons Tab

The **Lessons** tab (Figure 7-346) is a **view-only** tab that displays all the lessons using the method of instruction shown in the record header.

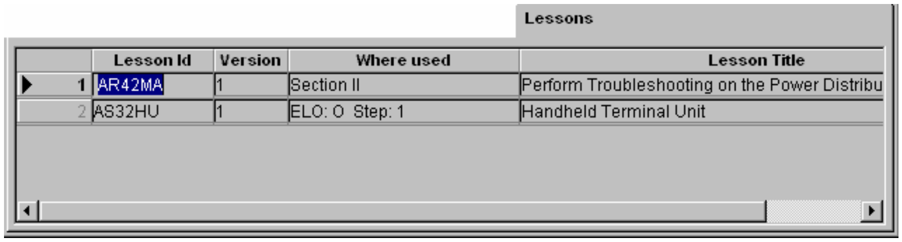


Figure 7-346: Method of Instruction Lessons Tab

Each listing identifies the **Lesson Number**, the **Lesson Version**, and the **Lesson Name**. The **Where Used** column indicates the place where the Method of Instruction is used in the lesson such as **Lesson Learning Step/Activity**, **Introduction [Section II]**, **Summary [Section IV]**, and **Practical Exercise** (practical exercises are listed as "practical" followed by the Practical Exercise ID.)

Clicking the **Related Data** toolbar button will access the **Lesson Plan** tab folder to view additional details on the lesson.

7.5.6 Support Personnel

This table provides a picklist used on the **Support Personnel** tab for a lesson learning TLO or ELO step/activity. Support Personnel records can be added, edited, or deleted from this screen.

> ***Note:*** *This table may be empty as no data is created automatically when ASAT is loaded.*

7.5.6.1 Selecting Support Personnel Data

The *Support Personnel Maintenance* grid (Figure 7-347) is a **grid-detail** view of Support Personnel information. See section 9.3 for a detailed explanation of all features of a **grid-detail** window.

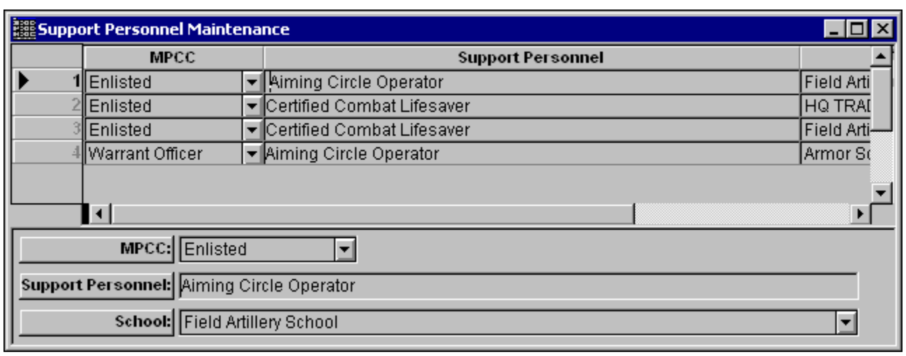


Figure 7-347: Support Personnel Maintenance Grid

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above.

To edit, select a row and choose the **Data** menu and select **Edit Record** or click the **Edit** toolbar button. This will turn the background of the **Support Personnel** field for the selected record white indicating that you can edit the information in the field.

To add a new support personnel type, choose the **Data** menu and then select **Insert Record** or click on the **Insert Record** toolbar button. This will add a new row to the table in which you can add information.

> ***Note:*** *The school field is automatically added.*

To delete a row, choose the **Data** menu and then select **Delete Record** or click on the **Delete Record** toolbar button .

The following fields appear on this tab:

Field	Description
MPCC	Displays the Military Personnel Classification Code (MPCC). The default selection is enlisted.
Support Personnel	The name of the Support Personnel.
School	The school/agency associated with the support personnel.

7.5.6.2 Support Personnel Tab Folder

To view a listing of lesson plan learning steps/activities, which are linked to the selected support personnel, choose the **Data** menu and then select the **Related Data** option or click on the **Related Data** toolbar button .

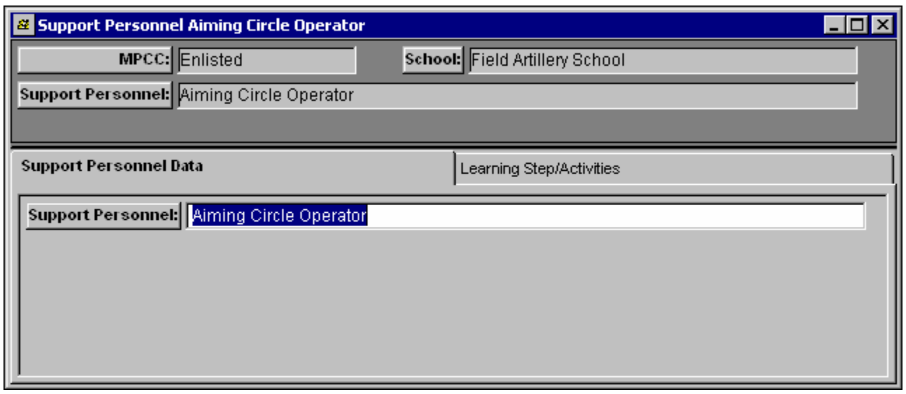


Figure 7-348: Support Personnel Tab Folder

The two tab folder selections are described in the following subparagraphs.

Support Personnel Data Tab

The **Support Personnel Data** tab selection (Figure 7-348) allows editing of the **Support Personnel** field.

Learning Step/Activities Tab

The **Learning Step/Activities** tab (Figure 7-349) is a **view-only** tab that shows the learning steps/activities that are linked to the selected Support Personnel.

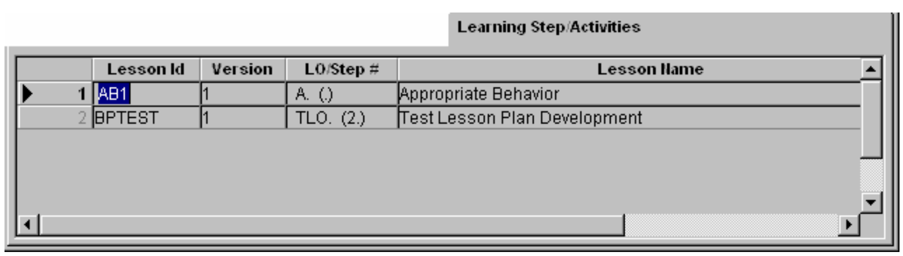


Figure 7-349: Learning Step/Activities Tab

Each record identifies the **Lesson Number**, **Lesson Version**, **Lesson Name**, the **LO/Step#**, and **Learning Step/Activity** to which the Support Personnel is linked. Scroll to the right to see the quantity required and any remarks entered when the support personnel was linked to the learning step/activity.

To access the tab folder for the lesson; choose the **Data** menu and then select the **Related Data** option or click on the **Related Data** toolbar button . Refer to section 6.8 for details on the **Lesson** tab folder.

> ***Note: TLO** (Terminal Learning Objective) will display in the **LO/Step#** column before the step ID if the link is to a TLO Learning Step/Activity.*

7.5.7 Technique of Delivery

This table provides the drop-down **picklist** used with the **Technique of Delivery** field. This field appears on the following tabs in a lesson plan record in ASAT and is displayed in the **Media** field on the Lesson plan report. Refer to section 6.8 for details.

Introduction Tab	6.8.2.6
Terminal Learning Objective Tab	6.8.2.7
Summary Tab	6.8.2.8

TRADOC Reg. 350-70, Appendix H, describes standard techniques and discusses their use.

> ***Note:*** *Records marked in the row column are official entries based on Appendix H-2 and cannot be deleted from the table. Only approved Techniques of Delivery from TRADOC 350-70 should appear in this table.*

7.5.7.1 Selecting Techniques of Delivery Data

The *Technique of Delivery Maintenance* grid (Figure 7-350) is a **grid-detail** view of the delivery methods information.

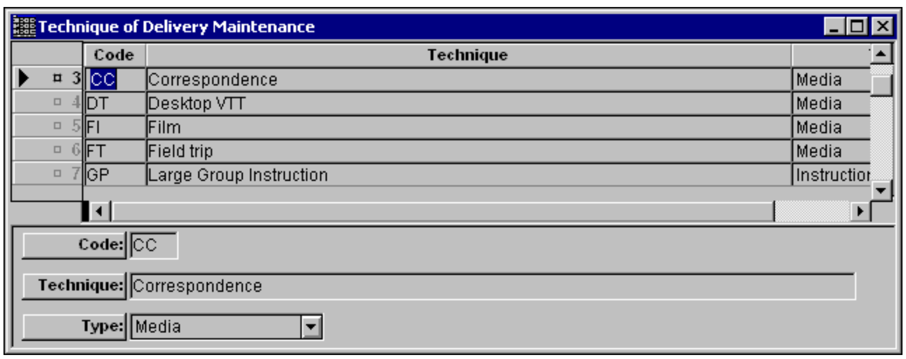


Figure 7-350: Technique of Delivery Maintenance Grid

The top half of the window is a grid of rows and columns of data. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above.

The following columns appear on this tab:

Field	Description
Code	The Technique of Delivery identifier. The maximum entry length for this field is two characters (mandatory entry when creating new records.) Refer to the ASAT online help system index under the title *ASAT ID Formats* for the recommended entry format.
Technique	The name of the Technique of Delivery.
Type	States if the Technique of Delivery is an *Instructional Strategy* or *Media*.

Section 9.3 provides a detailed explanation of all the features of a grid-detail window. To edit, select a Technique of Delivery record and choose the **Data** menu and select **Edit Record** or click the **Edit** toolbar button . This will turn the background of the **Method of Delivery** field white for the selected record indicating that you can edit the information in the field. To add a new record, choose the **Data** menu and then select **Insert Record** or click on the **Insert Record** toolbar button . This will add a new row to the table in which you can add information. To delete a record, choose the **Data** menu and then select **Delete Record** or click on the **Delete Record** toolbar button . To view Techniques of Delivery that are linked to the selected record, choose the **Data** menu and then select the **Related Data** option or click on the **Related Data** toolbar button . This action brings up the **Technique of Delivery** tab folder described in the following section.

7.5.7.2 Technique of Delivery Tab Folder

To access the **Technique of Delivery** tab folder (Figure 7-351), choose the **Data** menu and select the **Related Data** option on the *Technique of Delivery Maintenance* grid or click the **Related Data** toolbar button. This allows viewing of Lesson and Course information that are linked to the selected Technique of Delivery record.

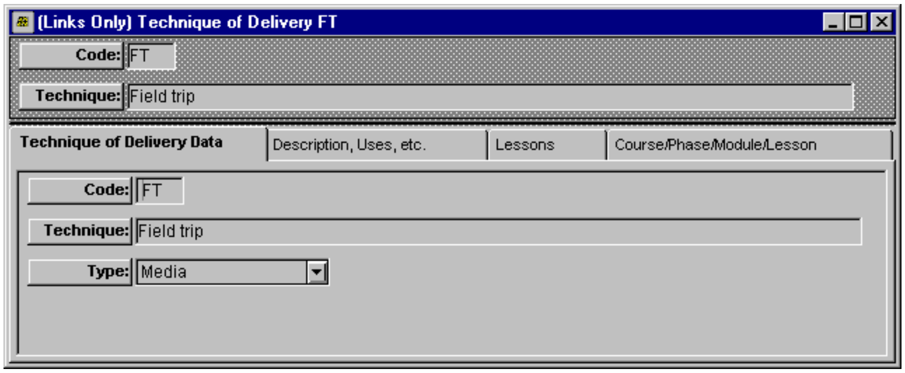


Figure 7-351: Technique of Delivery Tab Folder

The four tabs are described in the following subparagraphs.

Technique of Delivery Data Tab

This tab selection (Figure 7-351) is a **detail** data tab type and contains the following fields from the record selected at the *Technique of Delivery Maintenance* grid.

The following fields appear on this tab:

Field	Description
Code	The Technique of Delivery identifier.
Technique	The name of the Technique of Delivery.
Type	States if the Technique of Delivery is an *Instructional Strategy* or *Media*.

Description, Uses, etc. Tab

The **Description, Uses, etc** tab (Figure 7-352) is a detail data tab used to enter description, use, and Instructor to Student Ration information for the Technique of Delivery.

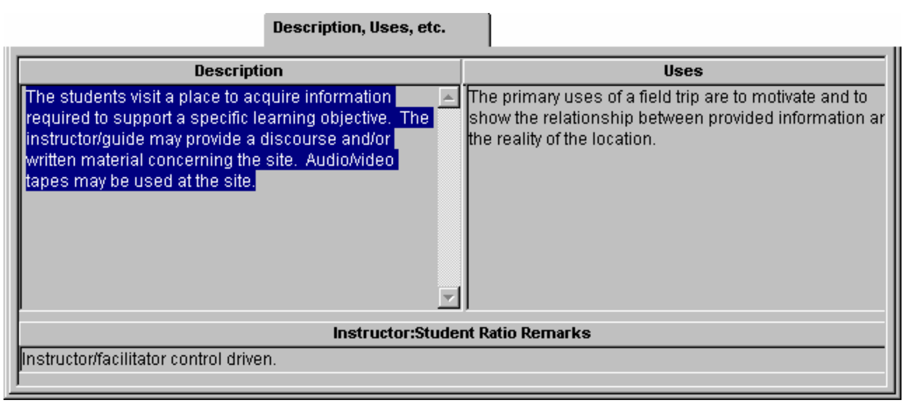


Figure 7-352: Technique of Delivery Description, Uses, etc. Tab

Lessons Tab

The **Lessons** tab (Figure 7-353) is a **view-only** tab that displays all the lessons using the technique of delivery shown in the record header.

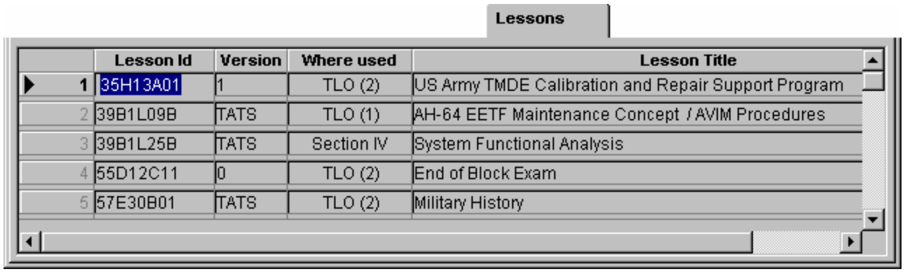


Figure 7-353: Technique of Delivery Lessons Tab

Each listing identifies the **Lesson Number**, the **Lesson Version**, and the **Lesson Name**. The **Where Used** column indicates the place where the Method of Instruction is used in the lesson such as **Lesson Learning Step/Activity**, **Introduction [Section II]**, **Summary [Section IV]**, and **Practical Exercise** (practical exercises are listed as "practical" followed by the Practical Exercise ID.)

Clicking the **Related Data** toolbar button will access the **Lesson Plan** tab folder to view additional details on the lesson.

Course/Phase/Module/Lesson Tab

The **Course/Phase/Module/Lesson** tab (Figure 7-354) is a **view-only** tab that displays all the courses and the associated sub-categories for the course (phases and modules) and the lesson using the Technique of Delivery shown in the record header. Move the bottom scroll bar to the right with the mouse to view all the data contained on the tab.

Figure 7-354: Technique of Delivery Course/Phase/Module/Lesson Tab

The following columns appear on this tab:

Field	Description
Course ID	Displays the course identification number.
Course Version	Displays the version number of the course.
Course Status	Displays the various states of a course identified by a specific status.
Status Date	Displays the date of the status.
Course Title	Displays the descriptive title of the course.
Delivery Category	Displays the delivery category of the course.
School	Displays the school/agency responsible for the course.
Phase ID	Displays the course phase identification status.
Module ID	Displays the course module identification status.
Module Version	Displays the course module version identifier status.
Module Title	Displays the course module descriptive title status.
Lesson ID	Displays the lesson identification number.
Version	Displays the lesson version number.
Lesson Title	Displays the lesson descriptive tile.

Clicking the **Related Data** toolbar button will access the Course table to view additional details on the course.

7.6 Doctrine Tables

The **Doctrine** section of the **Support** Module contains two support tables: **Approval Authorities** and **Approval Processes**. These tables are covered in sections 7.6.1 and 7.6.2, respectively.

To make a selection from the Doctrine category, click **Support** on the Power Panel (Figure 7-355). Next, click and drag the vertical scroll-bar on the Power Panel until the **Doctrine** section appears. Highlight a title and double-click on the title or highlight a title and click the **Open** button.

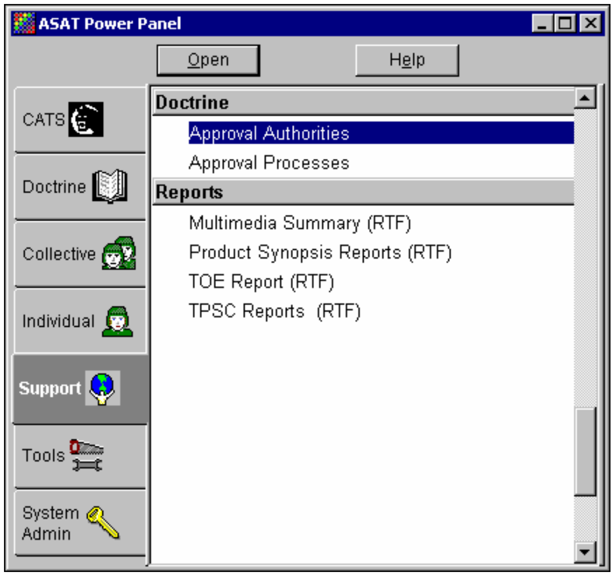


Figure 7-355: Support Module – Doctrine Tables

7.6.1 Approval Authorities

The Approval Authorities support table populates the **picklist** used for the **Approval Authority** field on the **Program Directive** tab in the **Doctrine Management** portion of the **Doctrine** Module.

7.6.1.1 Selecting Approval Authority Data

The *Approval Authority Maintenance* grid (Figure 7-356) is a **grid-detail** view of all preparing agencies responsible for writing doctrine and higher headquarters authority.

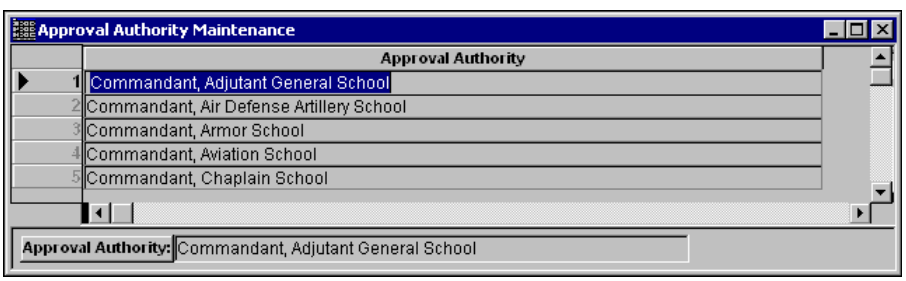


Figure 7-356: Approval Authority Maintenance Grid

The main purpose of the maintenance grid is to find and click on the Approval Authority title to work on (add, edit, or delete.) Although section 9.3 provides a detailed explanation of all the features of a **grid-detail** window, there are several features listed here as a convenience to help you find the right Approval Authority.

The top half of the window is a grid of rows and columns of approval authority titles. You can scroll horizontally to the right to view additional data. The bottom half of the window displays details of the information focused on the grid above. The column at this window displays the approval authority. The approval authority is either the TRADOC School or a higher headquarters authority.

If you do not know the **Approval Authority** title, but do know a word in the Title name, scroll right and click the column heading **Approval Authority**. This sets the focus on this column as indicated by the black background. Click **View** from the menu bar and select the **Find Text** option. The following window appears:

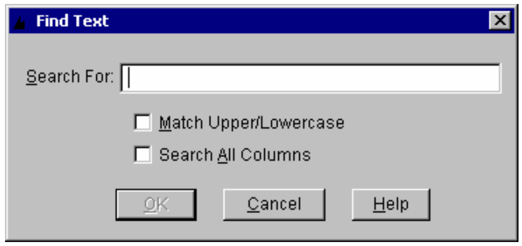


Figure 7-357: Find Text Window

Type in the word in the title and click **OK**. The focus will jump to the first row where the word appears in the title. Click **View** from the menu bar and select the **Find Next** option to jump to the next occurrence.

If you wanted to see the titles in alphabetical order to scroll through, double-click the column heading **Approval Authority** and the names will rearrange into alphabetical order. (Double-click again on the column heading to return to the original format.) For a complex sort, click **View** from the menu bar and select the **Sort** option.

If you know some related information about the **Approval Authority** that might narrow your search, click on the **View** menu, then choose **Filter By, Linked Data** to set a filter and reconstitute the **grid-detail** window list.

7.6.1.2 Editing Approval Authority Data

To edit, select an approval authority title and click on the **Edit** toolbar button. This will turn the row on the screen white, and you can edit the information. To add a new approval authority, click on the **Insert Record** toolbar button. This will add a new row to the table in which you can add information. To delete a record, click on the **Delete** toolbar button. A confirmation prompt appears before the record is deleted.

7.6.2 Approval Processes

The Approval Process support table populates the **picklist** used for the **Approval Process** field on the **Program Directive** tab in the **Doctrine** Module.

7.6.2.1 Selecting Approval Processes Data

The *Approval Processes Maintenance* grid (Figure 7-358) is a **grid-detail** view of various approval processes and combinations of approval processes used for approving of Field Manuals.

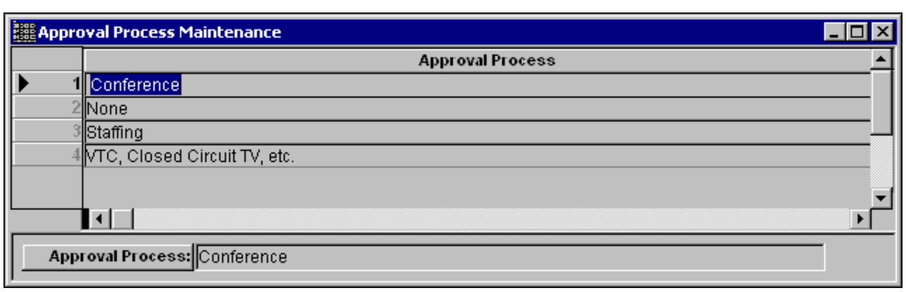


Figure 7-358: Approval Process Maintenance Grid

The main purpose of the maintenance grid is to find and click on the **Approval Process** title to work on (add, edit, or delete.) Although section 9.3 provides a detailed explanation of all the features of a grid-detail window, refer to the information in section 7.6.1.1, Selecting Approval Authority Data, for convenient information on searching for data.

The column at this window contains the description of the local approval process.

7.6.2.2 Editing Approval Processes Data

To edit, select an approval processes title and click on the **Edit** toolbar button . This will turn the row on the screen white, and you can edit the information pertaining to local or other approval processes. The user is also able to manipulate the sequence in which the approval is to occur on a proposed product directive. To add a new approval process, click on the **Insert Record** toolbar button . This will add a new row to the table in which you can add information. To delete a record, click on the **Delete** toolbar button . A confirmation prompt appears before the record is deleted.

7.7 Reports

The **Reports** section of the **Support** Module contains four report options: **Multimedia Summary Report**, **Product Synopsis Report**, **TOE Report**, and **TPSC Report**. These options are covered in sections 7.7.1, through 7.7.4. To make a selection from the **Report** category, click **Support** on the Power Panel. Next, click and drag the vertical scroll bar on the Power Panel until the **Reports** section appears. Highlight a title and double-click on the title or highlight a title and click the **Open** button.

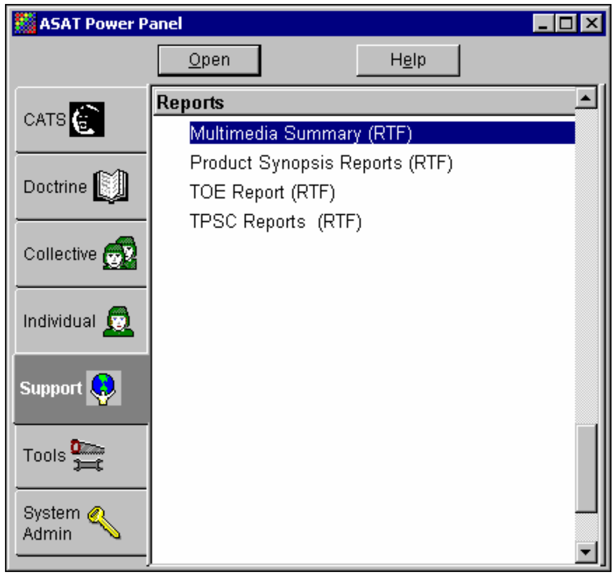


Figure 7-359: Support Module - Report Selections

7.7.1 Multimedia Summary Report (RTF)

The **Multimedia Summary RTF Report** option is accessed after selecting the **Multimedia Summary (RTF)** option from the **Reports** section on the **Support** Module. This report option produces a report that contains selected multimedia objects in ASAT.

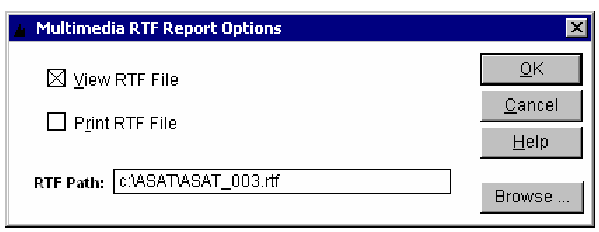


Figure 7-360: Multimedia RTF Report Options Screen

The print criteria selections at this window are as follows:

Option	Description
View RTF File	Allows you to view the report on the screen before printing.
Print RTF File	Prints the current report to the designated printer.
RTF Path	Specifies the file path of the resultant RTF file for this report.

Once the print criteria are selected, the buttons on the right-side of the window will execute the choices. The button choices are as follows:

Button	Description
OK	Processes the selection.
Cancel	Clears all currently selected filter criteria check-boxes and returns the user to the Power Panel.
Help	View on-line help.
Browse	Allows you to choose the folder where the report will be sent.

After the **OK** button is selected, a *Specify Filter Criteria for Multimedia* screen appears allowing the user to refine the selections that will appear on the *Select Multimedia to be Included in Report* screen (Figure 7-361):

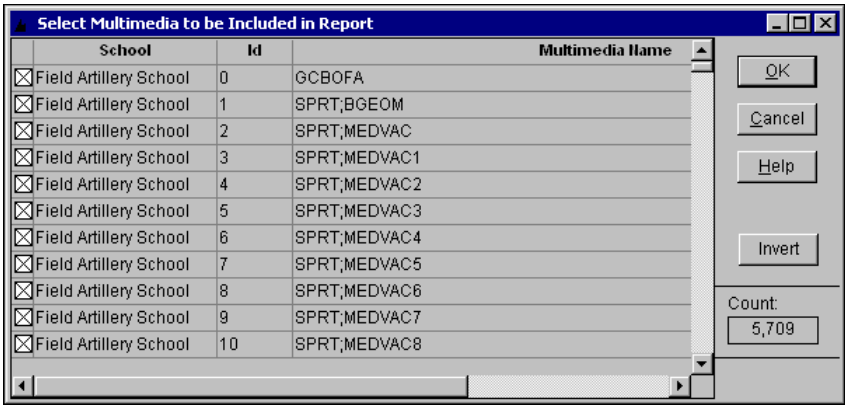


Figure 7-361: Multimedia Report Selection Screen

This screen is used to select the desired multimedia objects for printing. The **School**, **Multimedia ID**, **Multimedia Name**, and **Multimedia Graphic Extension type** is listed for each selection.

Use the following procedures:

1. Click in the check-boxes beside the desired multimedia object to make selections.
2. Click the **OK** button to process the selections. An hourglass will display while the report is being generated. When done, the message: RTF report completed appears.
3. Click the **OK** button on the message. The report will appear on the screen if you chose the **View RTF, File** option.
4. Press the **F9** key to see a multimedia object if viewing the multimedia objects on the screen. If you previously clicked the print box, the report will be printed to the designated printer.

The buttons on the side of the screen function as follows:
The **OK** button processes the selections for the report.
The **Cancel** button allows you to exit without printing a report.
The **Help** button provides help for the active window.
The **Invert** button reverses the last selections made.
The **Count** box indicates the number of multimedia objects retrieved by the application.

7.7.2 Product Synopsis Report (RTF)

The *Synopsis Report Options* window (Figure 7-362) appears after selecting the **Product Synopsis Report** option from the **Reports** section of the **Support** Module. This option can also be selected from the **File** menu, **Print Synopsis** option while on the product's Maintenance grid or tab folder.

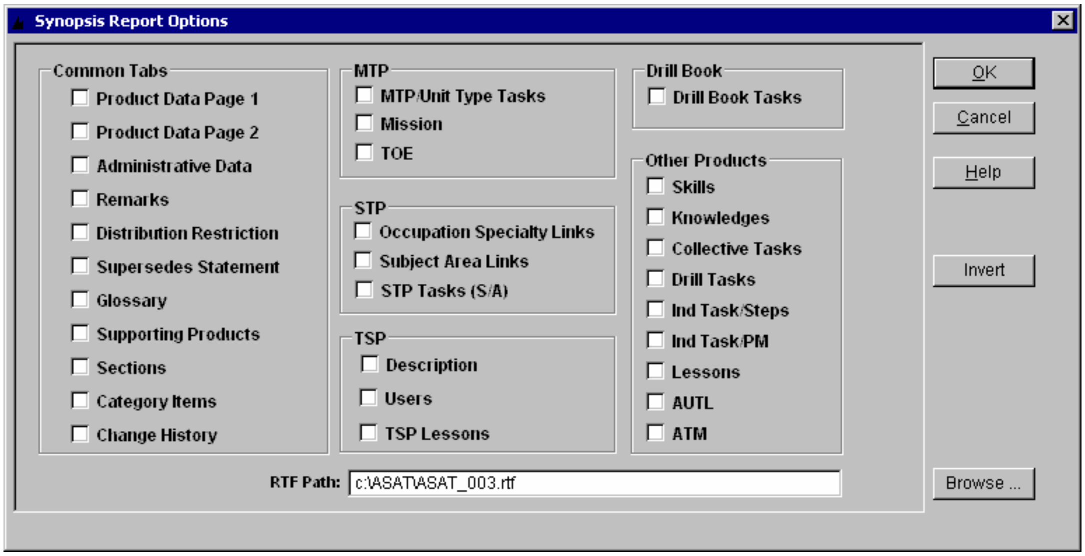


Figure 7-362: Product Synopsis Report

This function is used to print a report summarizing the related data for a specified record in ASAT. The related data for a record represents information that has been linked at the corresponding tab folder for the record.

This screen is divided into several sections. The **Common Tabs** section includes product and related data that is common to all product types in the product support table. The next four sections: **MTP**, **STP**, **TSP**, and **Drill Book**, include related data that is unique to the types of products identified. The last section, **Other Product Types**, includes related data that is linked to products other than **MTP**, **STP**, **TSP** and **Drill Books**, but is not common to all types of products.

At this screen, click on the related data (linked data) choices that you wish to appear on the report and click the **OK** button to process the choices. A *Specify Filter Criteria for Products* screen will display to further define and limit the product records that will appear on the *Synopsis Selection* screen that is used to choose the products or products for the report. Additional options on this window are as follows:

Button	Description
OK	Processes the current selections.
Cancel	Clears all currently selected filter criteria check-boxes; and reverts back to the Power Panel.
Help	View online help for this window.
Invert	Reverses the current selections.
Browse	Allows you to choose the path for the report. The path for storing the RTF file is displayed at the bottom of the screen. The default is to store the file where ASAT is currently loaded on your PC. The **Browse** button allows you to change the path. You can change the name of the folder and/or the RTF report, but the report name must end with the RTF extension. ***TIP:*** *If the path is changed from the default, the path will display as changed for all RTF reports generated during the current session.*

After making a selection, the *Select a Product* screen appears (Figure 7-363):

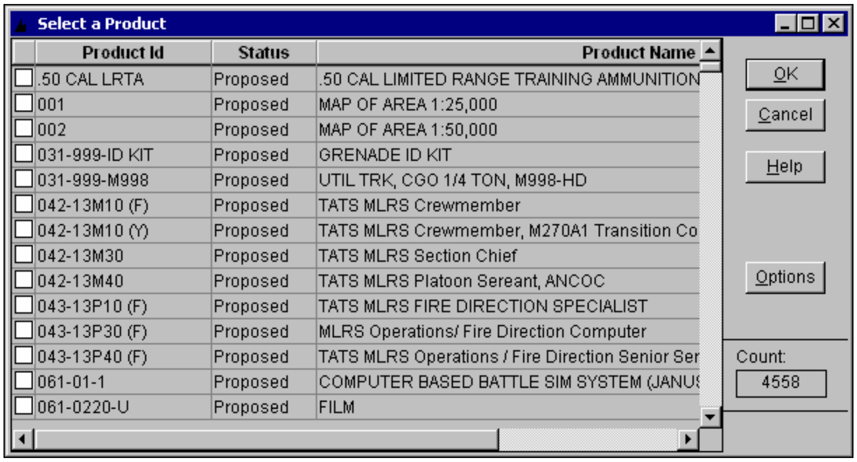


Figure 7-363: Product Synopsis Selection Screen

This screen provides you with a list of records to choose from to print the Synopsis report. Click on the check-box next to the record you want for the report. The buttons on the side of the screen function as follows:

The **OK** button processes the selections and builds the report.
The **Cancel** button allows you to exit and return to the Power Panel.
The **Help** button provides assistance for this window.
The **Options** button allows you to modify the options you have selected for this report.
The **Count** window indicates the number of tasks available for selection.

7.7.3 TOE Report (RTF)

The *TOE Report Options (RTF)* screen (Figure 7-364) appears after selecting the **TOE Report** option from the **Support** Module:

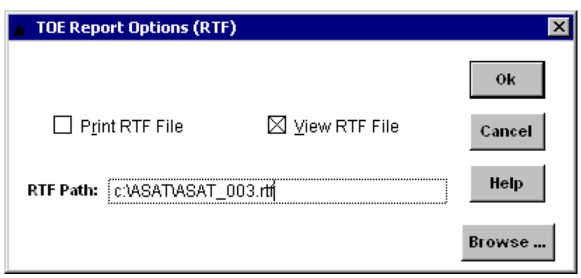


Figure 7-364: TOE Report

This report option is used to produce a report of general information on selected TOEs.

The print criteria selections at this screen are as follows:

Option	Description
Print RTF File	Prints the current report to the designated printer.
View RTF File	Allows you to view the report on the screen before printing.
RTF Path	Specifies the file path of the resultant RTF file for this report.

Once the print criteria are selected, the buttons on the right-side of the window will execute the choices. The button choices are as follows:

Button	Description
OK	Apply the currently selected filter criteria to the next window.
Cancel	Clears all currently selected filter criteria check-boxes and returns the user to the Power Panel.

Button	Description
Help	View on-line help.
Browse	Allows you to choose the folder where the report will be sent.

When the print criteria are executed, you will get a list of all the TOEs available for printing, as shown in the following example:

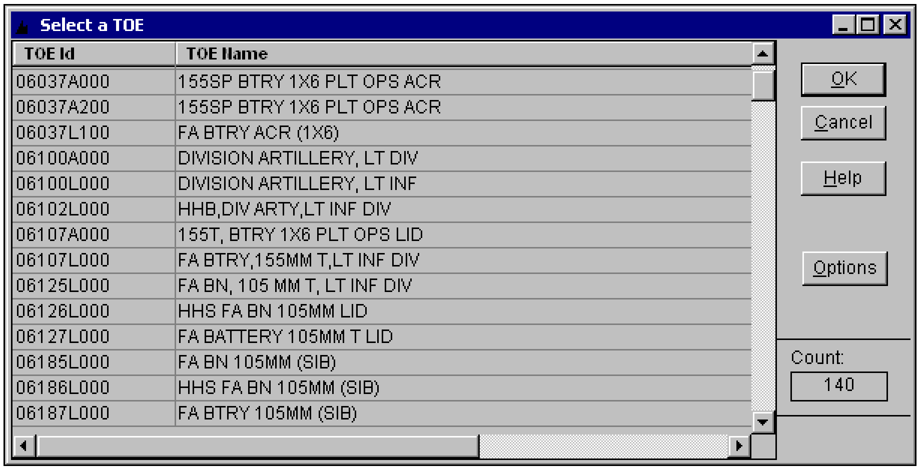


Figure 7-365: TOE Selection Screen

This screen is used to select the desired report for printing.

Use the following procedures:

1. Highlight the desired row and click the **OK** button. An hourglass will display while the report is being generated. When done, the message: RTF report completed appears.
2. Click the **OK** button. The report will appear on the screen. If you previously clicked the print-box on the TOE screen, the report will be printed to the designated printer.

If the report failed to print, you will have to start from the beginning. The two most likely reasons for a task summary not to print are:

a. You do not have a word-processing program on your computer that can read RTF files. That will not be a problem if using Microsoft Word.
b. The RTF path was incorrect. For example, if you typed in a folder on the *RTF Report Options* screen that does not exist on your computer, then your path was invalid and ASAT cannot create an RTF file.

> ***TIP:*** *Once you create an RTF file, you can also change it or print it using Microsoft Word. You can also save RTF files as document files in most word-processing programs. Each RTF report is created in a sub-folder. Also, when MS Word converts an RTF file into a DOC file, it does not automatically delete the RTF file. You will need to check your hard drive periodically to delete RTF files that have become obsolete. Once you convert a report from an ASAT database to an RTF file you cannot change it back to a database file.*

The buttons on the side of the screen function as follows:

The **Options** button allows you to modify the printing options you have selected for this report.
The **Cancel** button allows you to exit without printing a report.
The **Help** button provides help for the active window.

7.7.4 TPSC Reports (RTF)

The *TPSC Report Selection* screen appears after selecting the **TPSC Reports (RTF)** option from the **Reports** section of the ASAT Power Panel.

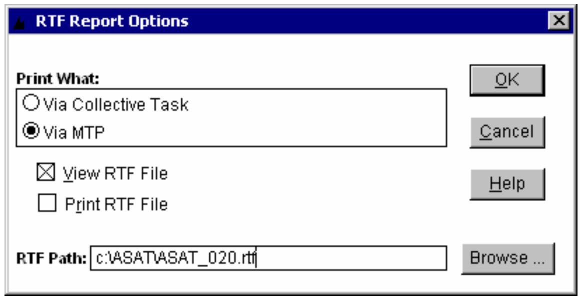


Figure 7-366: RTF Report Options Window

This section will guide you through the procedures for viewing and printing the **TPSC Reports (RTF)**. The TPSC Reports are created as a Rich Text Format (RTF) file and printed using word-processing programs such as Microsoft Word.

Every **RTF** report requires that you specify the options for the report you want to create. Some options are required before you can proceed, such as the **Print What** and **RTF Path** options.

Option	Description
Print What	There are two options in this box, which allow the user to create a report (Via Collective Task or Via MTP.)
View RTF File	When this feature is checked, the current report will come up in Microsoft Word after it is completed.
Print RTF File	When this feature is checked, the system will print the current report using Microsoft Word to the designated printer. ***TIP:*** *Recommend you view reports before printing.*
RTF Path	This window specifies the file path of the resultant RTF file for this report. The user can choose to accept the ASAT automatic file naming convention, or change the file and path name.

If you want to print the RTF file without exiting from ASAT, click the box **Print RTF File**.

Once the print criteria are set, the buttons on the right side on the window will execute the choices. The buttons offer the following choices:

Button	Description
OK	Process the currently selected options.
Cancel	Clear all current selections.
Help	View online help.
Browse	Allows you to choose the folder for the report.

Select **View RTF File** to view the report on the computer. Select **Print RTF File** to print the report to a designated printer.

TIP: *It is recommended that reports be viewed before printing.*

When the desired sections are identified, click the **OK** button. ASAT will then provide you with a list of MTP/Unit Types (or Collective tasks if the collective task section was selected), as shown in Figure 7-367.

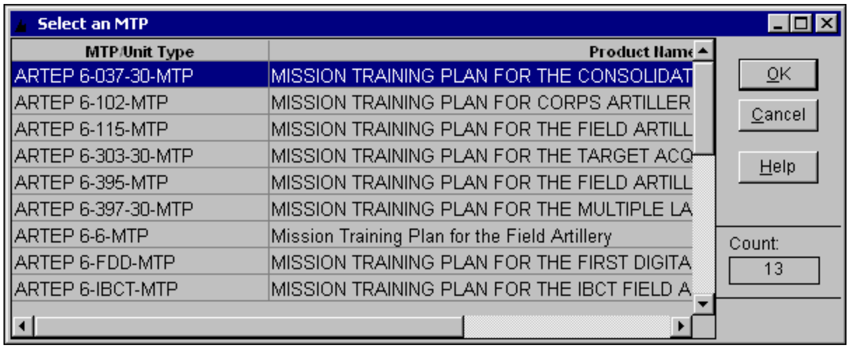


Figure 7-367: Select a MTP

- Highlight the MTP (or task) you want by clicking it with your mouse.
- When the desired selection is identified, click the **OK** button. ASAT will then provide you with a list of Collective tasks or Products to choose from, as shown in Figure 7-368:

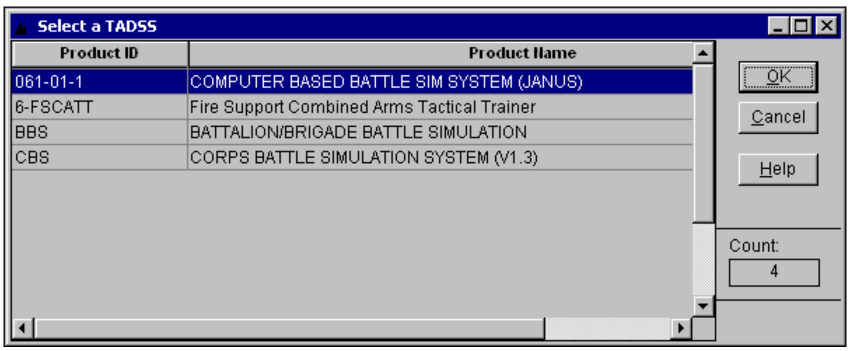


Figure 7-368: Select a TADSS

Select a task (or Product) and click the **OK** button. A check-box selection window (Figure 7-369) will appear:

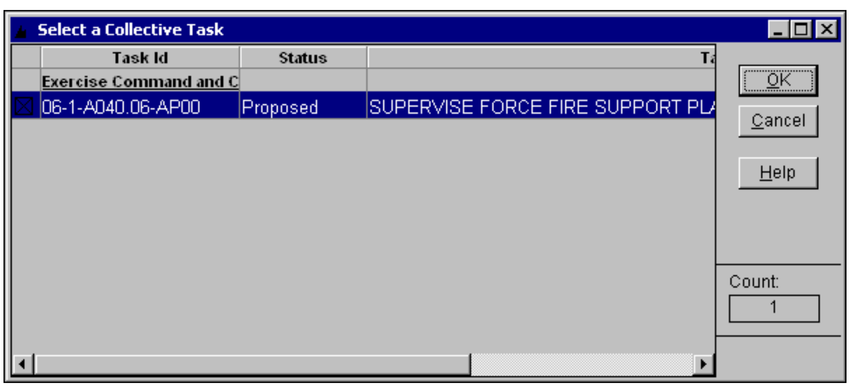


Figure 7-369: Select a Collective Task Window

This window provides a picklist of collective tasks to print. Select the desired task and click the **OK** button to process the selection. The **Cancel** button allows you to exit without printing a report. The **Help** button provides help for the active window. The **Count** box at the bottom right portion of the screen indicates the number of tasks that the program has processed for the selections.

ASAT will process the task summary report very quickly and display the message: RTF report completed. Click on the **OK** button. If you previously clicked the print-box on the *RTF Report Options* screen, the report will be printed. The report will be in the path specified at the *RTF Report Options* window.

If the report failed to print, you will have to start from the beginning. The two most likely reasons for a task summary not to print are:

a. You do not have a word-processing program on your computer that can read RTF files. That will not be a problem if using Microsoft Word.
b. The RTF path was incorrect. For example, if you typed in a folder on the *RTF Report Options* screen that does not exist on your computer, then your path was invalid and ASAT cannot create an RTF file.

> ***Tip:*** *Once you create an RTF file, you can also change it or print it using a word-processing program like MS Word. You can also save RTF files as document files in most word-processing programs. However, when MS Word converts an RTF file into a DOC file, it does not automatically delete the RTF file. It is recommended that you check your hard drive periodically to delete RTF files that have become obsolete.*

CHAPTER 8

TOOLS

8.1 Tools Module Overview

This chapter covers the various items that are available in the ASAT **Tools** Module. In this chapter you will learn how to administer certain "housekeeping" functions. The following 14 functions are covered in the **Tools** Module of ASAT:

Topic	Section	Description
Change Password	8.2	Allows a user to change his or her password.
Copy Saved Filters	8.3	This option permits users to copy a previously saved filter to another user's profile.
DataMaster	8.4	A quick but limited reports generator.
Feedback	8.5	Used to view and provide feedback comments that have been posted by individuals using ASAT.
Import	8.6	Used to import new data to a user's database.
Import (with update)	8.7	Used to import data to a user's database with the option of overwriting existing data.
Outline Editor	8.8	This feature allows a developer to write an outline without having to go into a specific task.
Purge Change History	8.9	This utility allows you to delete change history information that was entered before a certain date. Deleted data is moved to a utility table within the ASAT database.
Replace a User Id Utility	8.10	Allows the user to replace one or more current User Ids with one User Id.
DIAS Task Consolidation	8.11	Used to create new individual tasks from selected tasks and/or subtasks.
ASAT Database Report (RTF)	8.12	Allows the user to generate reports on tables in the database.
Comparison Utility	8.13	Allows a user to generate a report that compares differences between two records in ASAT.
Essential Fields Utility	8.14	Used to print a report that displays the empty essential fields for a task, lesson plan, product, action, or plan.
ID Format Status Report	8.15	Provides the ability to validate collective and drill task IDs.
Infomaker Report Viewer	8.16	Allows users to view reports generated with Infomaker.

NOTE: *InfoMaker is a product of PowerSoft. It is not a part of ASAT. This product has been distributed in the past to various TRADOC proponents to enhance their ability to use ASAT's database and produce various reports. If you are using ASAT in a standalone environment, you will need Infomaker to work in the ASAT database; otherwise you will only have viewing options. For more information regarding Infomaker, contact your friendly ASAT POC.*

8.2 Change Password

To change a password, from the ASAT Power Panel select **Tools**, then **Change Password**. The *Change Password* window (Figure 8-1) will appear:

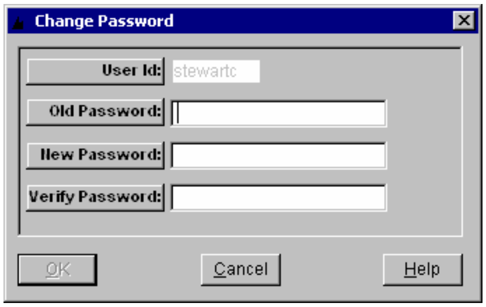


Figure 8-1: Change Password Window

This window allows the user to change his or her password. The current password must be supplied before the new password will be accepted. Passwords must be changed at regular intervals (default every 90 days.) The selected password must be at least eight characters long, begin with a letter, and contain two numeric characters. The new password cannot be the same as the old password. The new password must be verified to protect against typographical errors in entry. Click the **OK** button to process the change or click the **Cancel** button to exit without making a password change.

8.3 Copy Saved Filters

The **Copy Saved Filters** option is available by selecting **Copy Saved Filters** from the Power Panel, **Tools** Module. This option permits users to copy a previously saved filter to another user's profile, thereby allowing users to share/exchange filters without having to reload or setup a new filter definition. The following window example (Figure 8-2) appears when selected:

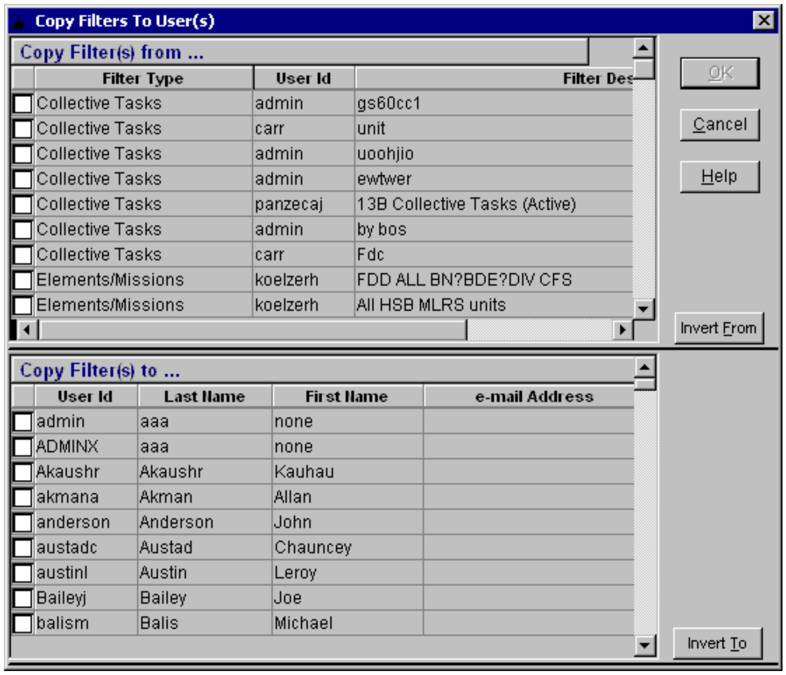


Figure 8-2: Copy Saved Filters Window

Use the following procedures:

1. Click on the check-boxes in the **Copy Filters from…** portion of the window to select the available filters you want copied to a user(s) profile. You can make multiple filter selections.
2. Click on the check-boxes in the **Copy Filters to…** portion of the window to select the users to which the filter(s) will be applied. You can make multiple user selections.

The buttons on the window function as follows:
The **OK** button processes the selection.
The **Cancel** button cancels the selections and exits from the screen.
The **Help** button provides assistance with using this screen.
The **Invert From** button acts as a toggle to remove or to select the previous selections made at the **Copy Filters from…** portion of the screen.
The **Invert To** button acts as a toggle to remove or to select the previous selections made at the **Copy Filters to…** portion of the screen.

8.4 Data Master

DataMaster allows you to build custom ASAT reports called *views*. Once you have created a view, you can save it and use it again. This makes it a handy tool for creating special one-time or recurring reports that you may need to generate.

8.4.1 Edit an Existing View

From the ASAT Power Panel, select **Tools**, then **DataMaster**, the *DataMaster* main window (Figure 8-3) will appear:

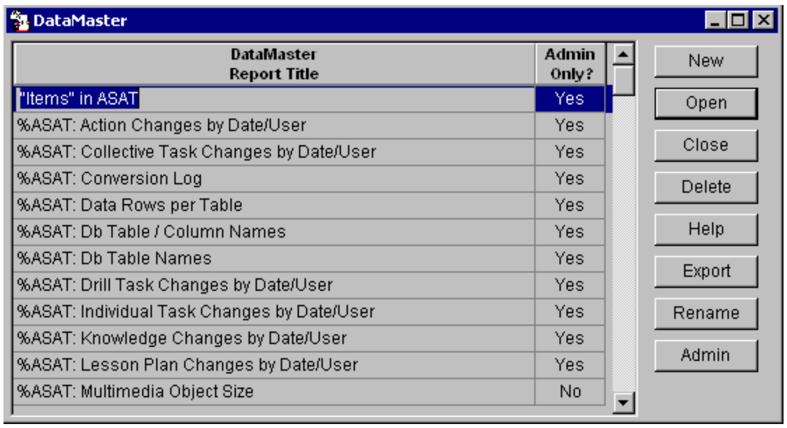


Figure 8-3: DataMaster Main Window

This window shows the DataMaster reports currently in ASAT and indicates if only administrators can access the report or all users can access it.

Options that can be selected on this window are as follows:

Button	Description
New	Starts the process of creating a new DataMaster view.
Open	Opens the highlighted view and minimizes the DataMaster main window. You can also double-click a view to open it.
Close	Closes the DataMaster main window.
Delete	Deletes the highlighted view (system reports cannot be deleted by users.)
Help	Brings up the ASAT help topic.
Export	Brings up the *Links and Parents* window allowing you to define the data for the export (refer to section 9.11 for details on exporting.)
Rename	Allows you to rename the view. Only system administrators can rename system reports.
Admin	This button will view-only if you are a system administrator. It allows the system administrator to restrict access to the highlighted DataMaster report. Click on the button to change the user access. *No* allows all users access to the selected DataMaster report. *Yes* allows only the system administrator access to the selected DataMaster report.

If the open button is selected, the following prompt example (Figure 8-4) appears. Click **OK** to go to the next window (Figure 8-5).

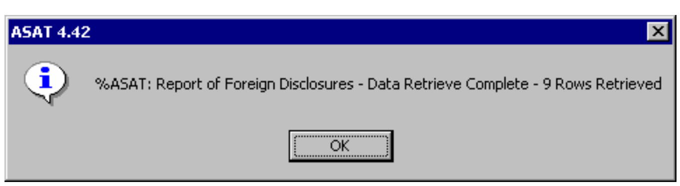


Figure 8-4: Retrieve Report Window

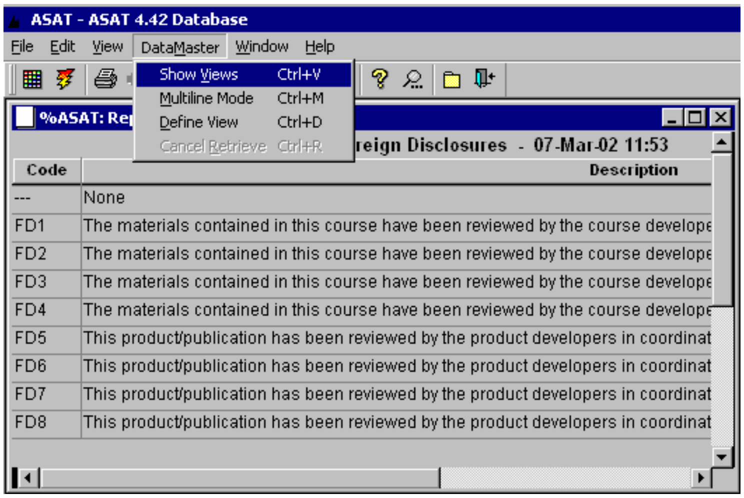


Figure 8-5: DataMaster View Screen

From here you can look through the data, print it out, or bring up another view to compare data, and/or change the view definition.

Note: *See multiline mode described in the table below for important tips on printing.*

The following list describes the menu options under the DataMaster submenu available at the top of the screen.

Option	Description
Show Views	Brings up the *DataMaster* main window, which allows you to manage and choose DataMaster views.
Multiline Mode	Toggles multiline mode. This allows records to have multiple lines. For example, the conditions and standards are big text fields, which would be wrapped to show the entire field for each record. This option, combined with the **Resize the Columns** option, described below, is useful to adjust the information to fit the page size for printing purposes.
Define View	Brings up the *DataMaster Define View* window or the Structured Query Language (SQL) Editor for SQL created reports so that you can change the view definition.
Cancel Retrieve	Stops the process of getting data from the database server.

Additional options:

Option	Description
Resize the columns	Click on the lines separating the column headings on the top row and move to set the column widths.
Move the columns	Click and drag the column to the desired location.
Print the output	Use print on the menu bar or the **File/Print** menu option to print the report.
Navigation toolbars	Use the arrows and the **Pg Up** and **Pg Down** menu bar options to move through the rows on the report.

8.4.2 Create a New View

Scenario: Your boss has just returned from a director's meeting. One of the items of discussion was responsibility for common tasks. He has been tasked to look at the common tasks "owned" by the Chemical School and Infantry Center. He tells you he needs a listing of all common tasks for which those two schools have proponency. You know ASAT has the capability to build ad hoc reports with DataMaster, and you assure him that you will have the information to him by close of business. You return to your office and get to work.

To create a new view, select **New** from the view window shown previously under section 8.4.1. The program will ask you to provide a title for the view. Type in your title (e.g., Common Tasks; Chemical School and Infantry Center), and click **Continue**.

The prompt that appears provides two options to build your view: you can click **Yes** to proceed to the *Define New View* window (Figure 8-6) or click **No** to proceed to the *Structured Query Language (SQL)* window. Details on using the SQL window to build your view are provided in section 8.4.2.7. Details on using the *Define New View* window to build your view are provided in the following paragraphs. For this example, you will choose the **Define View** option shown in the following screen:

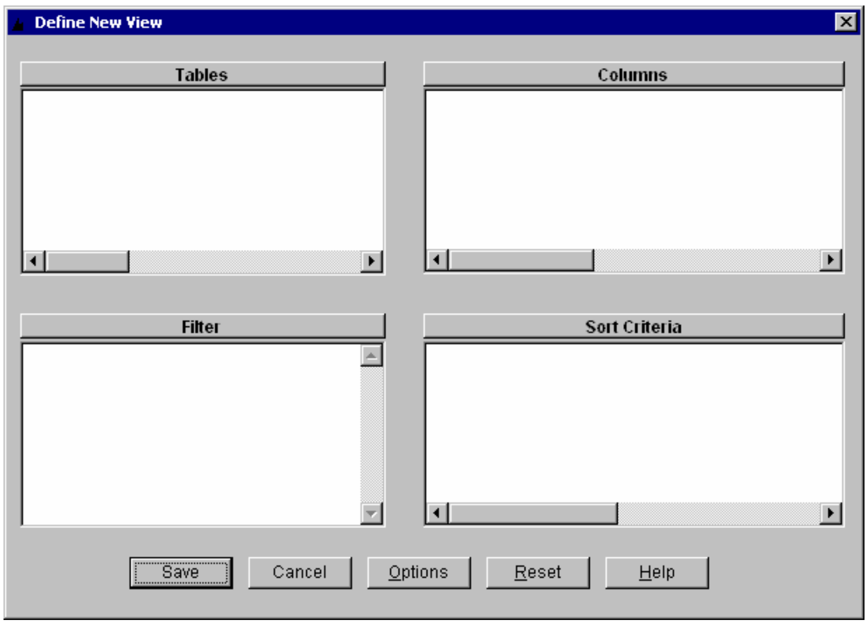


Figure 8-6: Define View Window

The *Define New View* window is divided into four sections. Click the **Options** button at this screen to access the menu shown below to perform additional actions described in the following subparagraphs.

Figure 8-7: Options Menu

8.4.2.1 Tables

The *Tables* window (Figure 8-8) allows you to select the tables from the ASAT database that you want to include in the view. To select tables, click the **Options** button. From the drop-down menu, choose Tables. This will bring up a listing of the available tables in the database and allow you to add to your view.

***Note:** A table must first be selected before the other sections become available.*

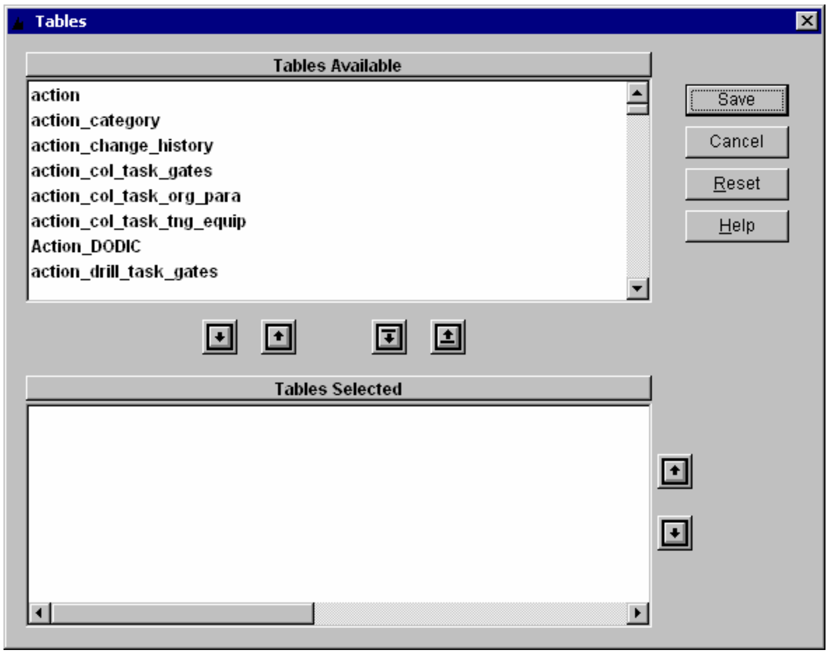


Figure 8-8: Table Selection Window

To select specific tables, highlight the tables in the **Tables Available** area that you want to select. Single-click on an item to highlight a single item. To select multiple tables, you can click on one item then Shift-click on another to highlight those items, and all items between them. You can also select specific multiple items by holding down the control key and clicking on the tables you want to choose. To move highlighted items to the **Tables Selected** area, click the  button, or drag and drop to the lower window.

*(**NOTE:** You can also double-click on items to move them to the lower window.)*

If you select a table that you do not need and want to deselect it, highlight the table in the **Tables Selected** area and click the button. The arrows with “tails” buttons (and) select/deselect all entries within a window without having to highlight anything.

Once you select your tables for the view, you can reorder tables in the listing using the arrows to the right of the **Tables Selected** area. Select the table(s) you want to move and use the arrows to move it to the desired place in the listing. You can also drag and drop items to rearrange them in this window.

Clicking the **Reset** button will delete all entries from the **Tables Selected** area. The **Cancel** button takes you back to the *Define View* window without saving your work.

When you have finished picking the tables you want, click the **Save** button. This will take you back to the *Define View* window, where you will now select the columns for your view.

8.4.2.2 Columns

From the drop-down menu under the **Options** button, select **Columns**. This will bring up the *Columns* window (Figure 8-9) which enables you to select the columns for your view from your selected tables. Select the columns in the same manner that tables were selected. Reorder the selected columns to put them in the order you want them to appear on the report using the arrow buttons.

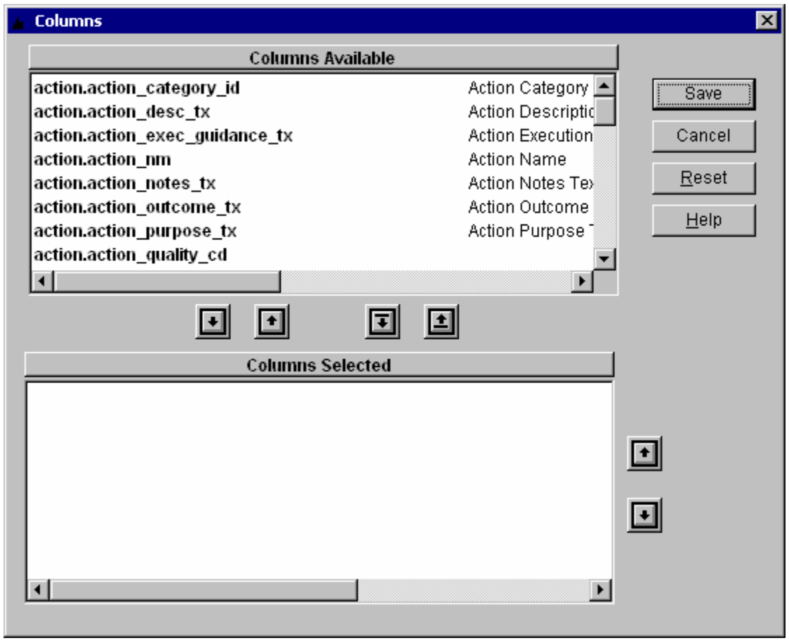


Figure 8-9: Columns Selected Window

When you are finished selecting the columns for the view, select **Save**. This takes you back to the *Define View* window. You can now define a filter expression for your view to refine the data.

8.4.2.3 Filters

From the drop-down menu under the **Options** button, select **Filter**. This will bring up the *Filter* window (Figure 8-10) which enables you to define a filter for your view. Filters provide a mechanism for controlling the amount of information that will be included in the view. For example, restricting a report only to Active tasks.

*(**NOTE:** Creating a filter is optional. You can create views without doing this step.)*

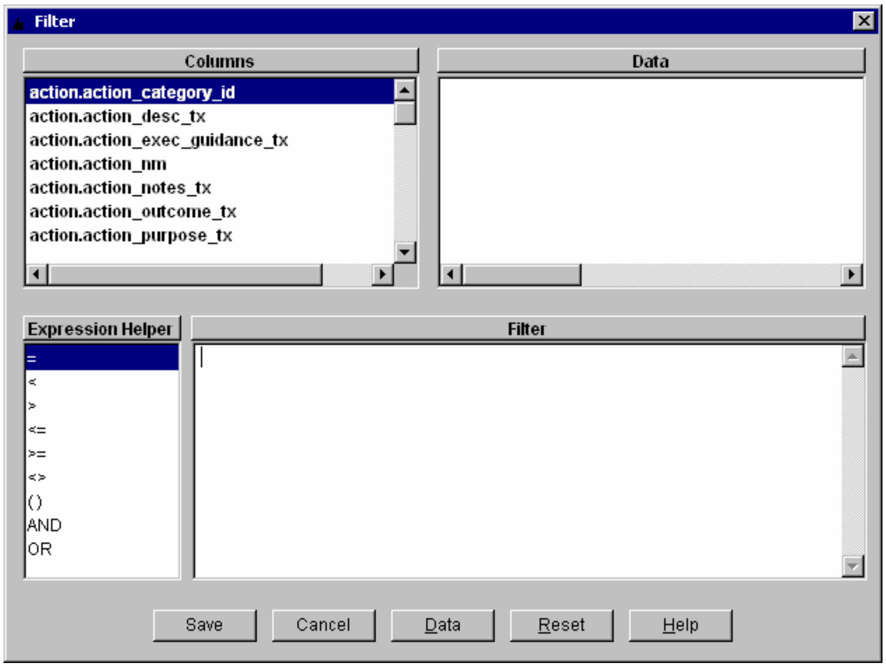


Figure 8-10: Filter Window

The **Columns** area shows the columns from the tables you selected earlier for your view. Note that these are *all* of the columns from the selected tables, not just those columns you selected in the previous step.

The **Data** area allows you to see the actual data values for a column. To see the data for a particular column, either drag a column name from the **Columns** area into the area, or highlight a column name and click the **Data** button. You will use this information in building your filter.

The **Expression Helper** area provides commonly used filter expressions to facilitate filter development. To use the expression helper, click where you want the operator to go (in the filter area) and either double-click or drag the operator to the filter area. The ( ) has a special purpose which allows you to highlight text in the filter area and drag the ( ) to the filter area to put the highlighted text in parenthesis.

The **Filter** area is where you develop the filter expression. You can double-click or drag items from the columns area, the data area, and the expression helper. You can also type directly in the filter area.

Button	Description
Save	Saves your filter expression and closes the window.
Cancel	Does not save your filter expression and closes the window.
Data (Button)	For the currently highlighted column, populates the data area with data from the ASAT database.
Reset	Restores the filter expression to the point when you first opened the filter window.
Help	Brings up the help topic for this window.

***Note:** When you use a date in the filter, it has to be converted to a date type within the SQL command. For example, date (1998-01-01) converts the string 1998-01-01 to an internal date structure.*

DataMaster allows you to build your filter by simply double-clicking on the items in the other windows on the screen that you want to use. Drag the filter elements into the **Filter** window in the order you desire.

When the filter is complete, click the **Save** button. This will take you back to the *Define View* window.

8.4.2.4 Sort Criteria

This function allows you to specify what order the information in the DataMaster view will appear. Selecting **Sort Criteria** from the **Options** menu brings up the sorting screen shown in the following window. The upper window displays the columns available to sort against. They are the columns you selected previously in the *Columns* window (Figure 8-9.)

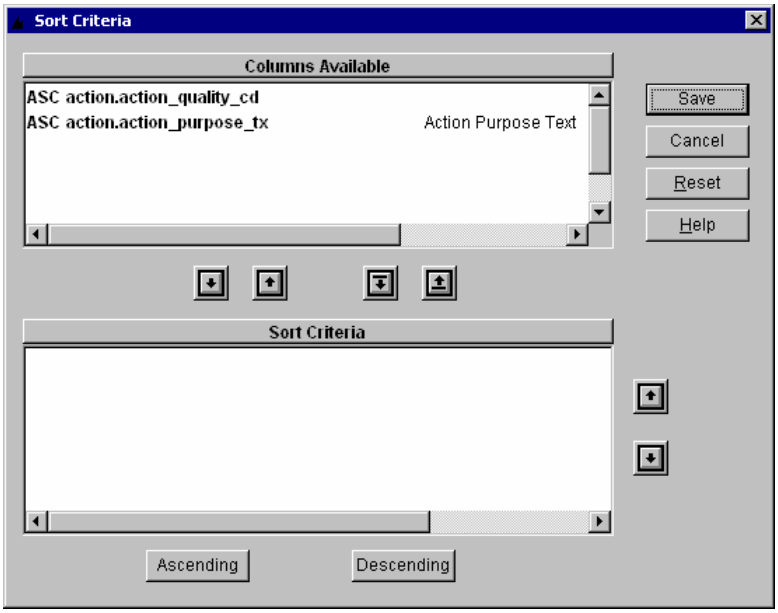


Figure 8-11: Sort Criteria Window

From the *Columns Available* windowpane, select the columns you wish to use to sort the data. Once these columns are entered into the *Sort Criteria* window, you can move them up or down in the window to establish your sorting sequence. You can also choose to have the data sorted in ascending or descending order. Once you have set your sort criteria, click **Save**. This will take you back to the *Define View* window.

8.4.2.5 Title

The purpose of the *Create New View Title* window (Figure 8-12) is to allow you to change or enter a new title of the DataMaster view. Enter the new title in the field provided and click the **OK** button to save. Click the **Cancel** button to exit without saving and click the **Help** button to view the on-line help.

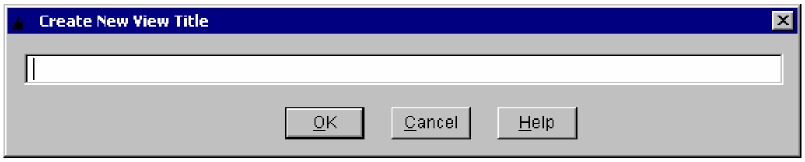


Figure 8-12: Title Window

8.4.2.6 Format

The purpose of the DataMaster *Format* window (Figure 8-13) allows you to select one format style for your view.

Figure 8-13: Format Window

Field	Description
Grid	A view with multiple rows and the ability to resize and move columns.
Tabular	A view with multiple rows without the grid lines.
Free Format	A view with a single row showing on many lines (could be one or a few rows per page.)
Save	Saves the current format and closes the window.
Cancel	Does not change the format and closes the window.
Help	Brings up the help topic for this window.

8.4.2.7 SQL Editor

The purpose of the DataMaster *SQL* window (Figure 8-14) is to allow you to create or edit the Structured Query Language (SQL) for the view that you have defined. The following window shows the *SQL* window with an example SQL statement:

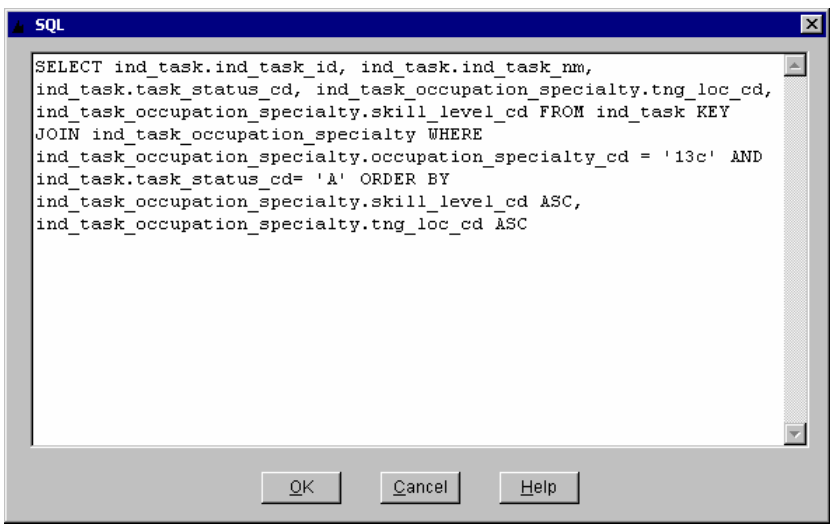
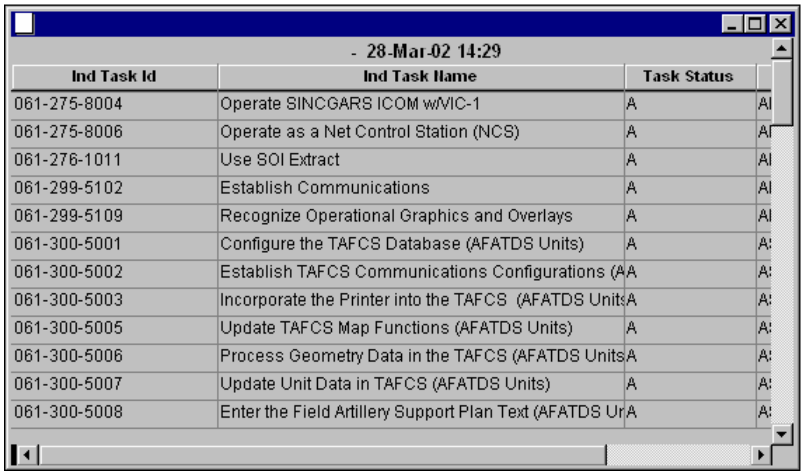


Figure 8-14: SQL Editor

Field	Description
SQL	This is the window area used to enter the SQL data. You can add, edit, and delete SQL from this area.
OK	Saves the SQL and closes the window.
Cancel	Does not save any changes you made to the SQL and closes the window.
Help	Brings up the help topic for this window.

After saving the parameters you have defined at the DataMaster *Define View* window or at the *SQL* window, the following prompt (Figure 8-15) appears before the report displays. A report example (Figure 8-16) follows the prompt.

Figure 8-15: Data Retrieve Complete Dialog Box



- 28-Mar-02 14:29

Ind Task Id	Ind Task Name	Task Status	
061-275-8004	Operate SINCGARS ICOM w/VIC-1	A	Al
061-275-8006	Operate as a Net Control Station (NCS)	A	Al
061-276-1011	Use SOI Extract	A	Al
061-299-5102	Establish Communications	A	Al
061-299-5109	Recognize Operational Graphics and Overlays	A	Al
061-300-5001	Configure the TAFCS Database (AFATDS Units)	A	A:
061-300-5002	Establish TAFCS Communications Configurations (A	A	A:
061-300-5003	Incorporate the Printer into the TAFCS (AFATDS Units	A	A:
061-300-5005	Update TAFCS Map Functions (AFATDS Units)	A	A:
061-300-5006	Process Geometry Data in the TAFCS (AFATDS Units	A	A:
061-300-5007	Update Unit Data in TAFCS (AFATDS Units)	A	A:
061-300-5008	Enter the Field Artillery Support Plan Text (AFATDS Ur	A	A:

Figure 8-16: Sample Report Screen

8.5 Feedback

This option is used to view and provide comments on tasks, lessons, products, or CATS actions.

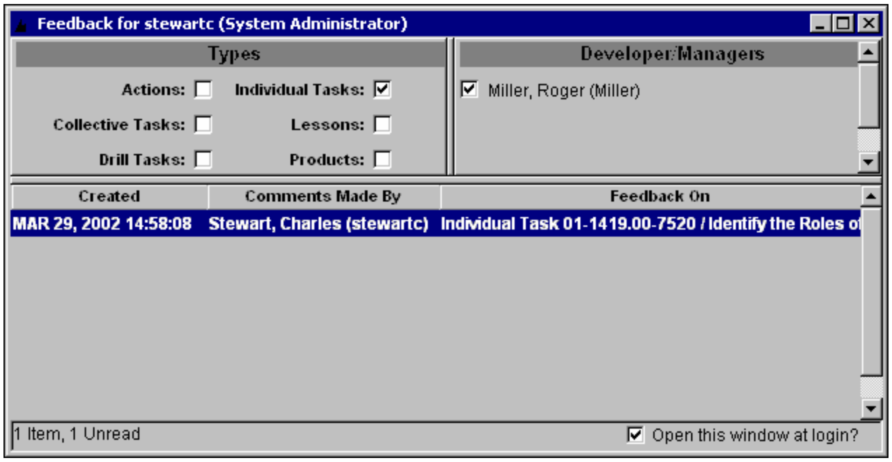
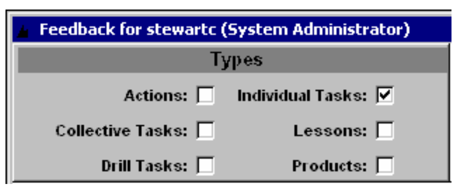


Figure 8-17: Feedback Window

When a user first logs into ASAT, the window may appear automatically. The window will not display automatically if the user does not have new feedback. Also, it will not display if the user has already read earlier feedback messages for tasks or products that the user generated.

The title bar of the window will indicate the user's ID and indicate the level of access that user has. A user with administrative rights will be able to view all feedback comments from all users and all product types.

In the **Types** box, shown in the cut-out below, there are several categories that can be selected or deselected, depending upon the user's choice of viewing feedback. Check either one or several types of items to view.



The lower part of the window shows the following information:

Field	Description
Created:	The date the comment was posted.
Comments Made by:	ASAT User ID.
Feedback On:	Title of task, lesson, product, or action.

Comments can be viewed by selecting and double-clicking on any entry. A secondary window will appear and show the above-mentioned information along with the user's comments. To view multiple entries and comments, ASAT has provided a split screen feature that will allow viewing of comments as the user moves from one entry to another. To enable this feature, select **View** on the **File** menu then choose **Preview Pane**. The comments will be shown for each entry selected.

> ***NOTE:*** *If you do not want to see the automatic feedback-viewing window on login, you can deselect the box at the bottom right corner of the Feedback window to disable this feature.*

To enable this feature, select the **Tools** Module on the Power Panel after logging into ASAT. Next select the **Feedback** menu option and double-click to open. Check the **Open this window at login?** box to enable the automatic viewing on login. The next time you log into ASAT this feature will be enabled.

8.6 Import

The **Import** feature in ASAT can be accessed by selecting **Tools** from the **Power Panel**, and then **Import**. The **Import** feature is used to share data with other proponents via the RDL Data Repository. This feature can also be used to move data from one database to another, for example, between a contractor organization and a proponent. Specifically, the ASAT **Import** function is used to import new records into your database. If a record already exists in your database while using this function, an error is generated.

> ***Note:*** *Selecting this option from the Power Panel will not prompt the user for appending the source data to the target or to update the target. Data will be added to the database only if the information does not already exist. To overwrite (update) existing data select the* ***Import (Update)*** *menu option described in section 8.7.*

After selecting **Import** on the Power Panel, the *Select Database Profile* window (Figure 8-18) appears. This window also appears any other time a user is about to connect to another database.

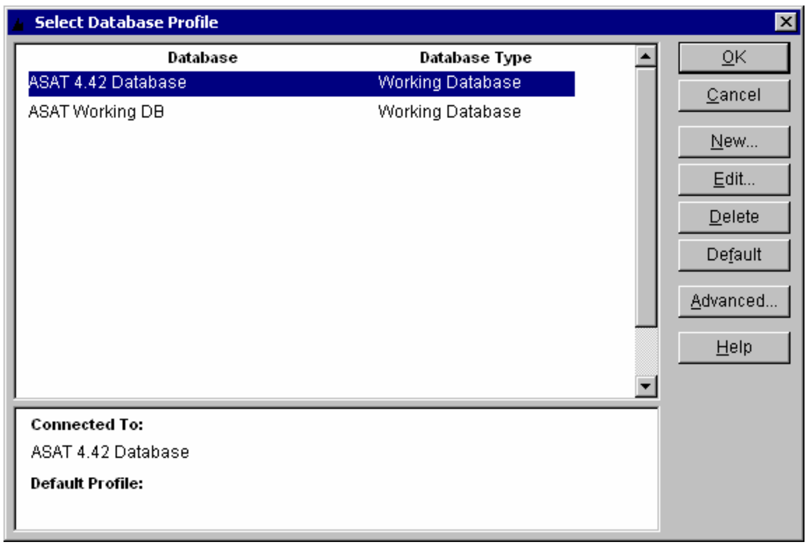


Figure 8-18: Select Database Profile Window

The purpose of this window is to allow the user to select the source database from which data will be imported. The target database is the database that the user was connected to prior to selecting this **Import** feature from the Power Panel.

Button	Description
OK	Selects the currently highlighted database profile. ASAT will then attempt to open a connection to the selected database.
Cancel	Closes down this window, and cancels any changes made by the user.
New	Allows the user to define a new database profile (see section 8.6.1.)
Edit	Allows the user to edit an existing database profile (see section 8.6.1.)
Delete	Deletes the currently highlighted database profile.
Default	Defines the highlighted database profile as the default profile when starting ASAT. The initial login window will attempt to attach to the default database.
Advanced	Allows fine-tuning of the connection parameters used to connect to the database server. These options may have to be adjusted based on the network protocols in use at the user's site (see section 8.6.1.)
Help	Provides help on the active window.

> ***Note:*** *The* ***Advanced*** *and* ***Default*** *option buttons take effect the next time a database profile is created or edited.*

After selecting the source database and clicking the **OK** button on this window, ASAT attempts to connect to the source database. Once ASAT successfully connects to the database, the following window is displayed.

Note: *A logon screen first appears if the source database selected is a working database. To attach to a different database, click the* ***Cancel*** *button at the logon screen or press* ***[Esc]****.*

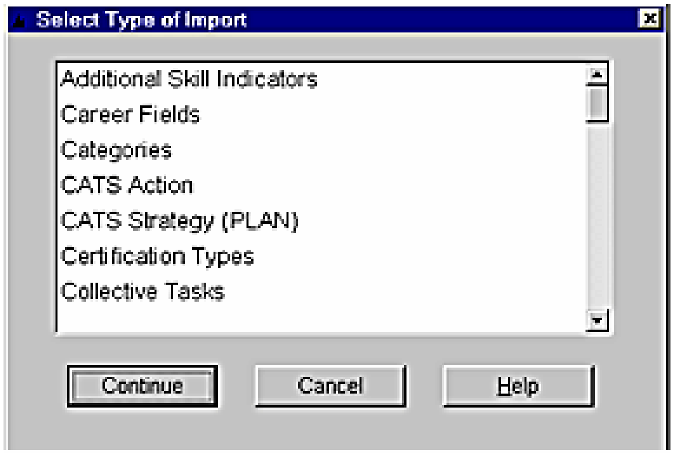


Figure 8-19: Select Import Window

From this window, the user can select what data to import from the source database. After the user selects the type of data to be imported, the user must click the **Continue** button on this window.

Next, a filter window opens (if the type of data chosen for the import necessitates), allowing the user to select filter criteria for the record(s) to be listed for importing.

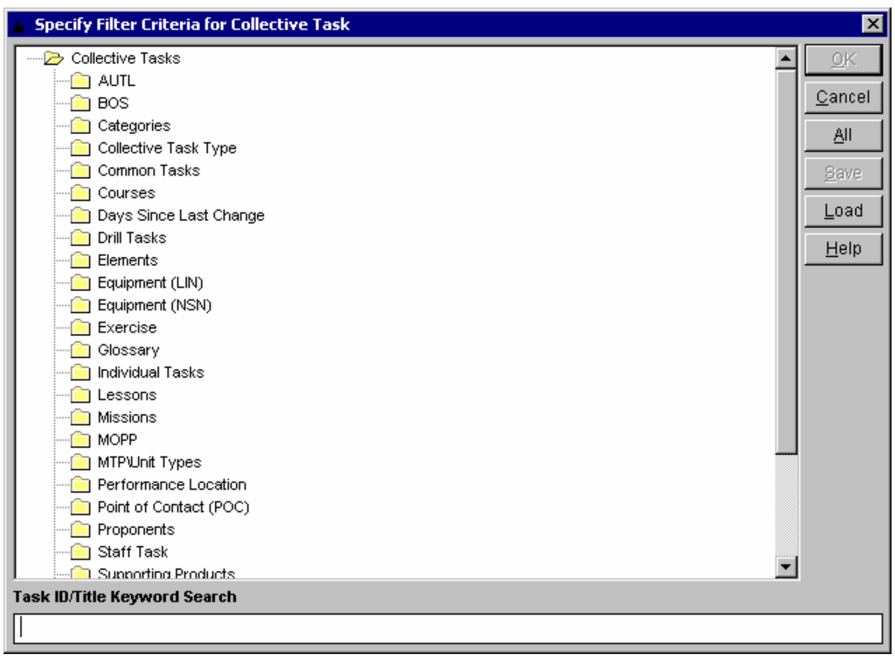


Figure 8-20: Sample Filter Window

After the filter is selected, the following window demonstrates the list of records to be imported.

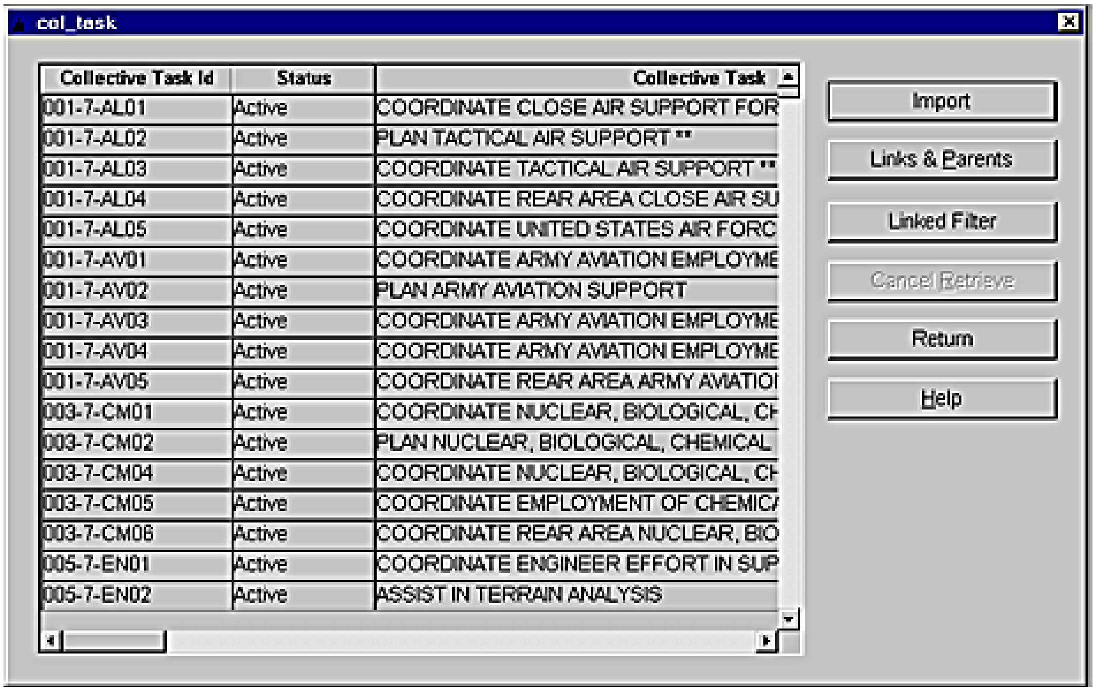


Figure 8-21: Select Collective Task to Import Window

As shown in Figure 8-21, you can begin the **Import** process, change the **Links & Parents** default settings, **Link a Filter** (filters the master records by data that is in the master records), **Cancel Retrieve** of records, or **Return** to select the type of data to be imported. If the user clicks the **Links & Parents** button, then the following window opens:

Figure 8-22: Select Links and Parents Window

On this window, the user can narrow down the data to be copied and include parent tables and/or link tables. In most cases users should import both link and parent tables. The master records are always copied. After this window is closed, then the previous window becomes active again.

Option	Description
Master Table	The main information being imported. For example, an MTP and all of its T&EO data.
Parent Tables	Data that has been linked to the master table data via link tables. For example, the missions linked to the MTP via the Link tables.
Link Tables	Data that relates the master data to other information in the database. For example, the link between a MTP and missions.

Once the import is started, a status window displays during the transfer allowing you to monitor the progress of the data transfer (copy).

> ***Note:*** *If the transfer involves movement of multimedia data, you will be presented with a prompt asking you to decide if you want ASAT to renumber the media being transferred or if you want ASAT to use the existing numbers for the transfer. This prompt appears so that information from the source database will not accidentally be overwritten by the target database.*

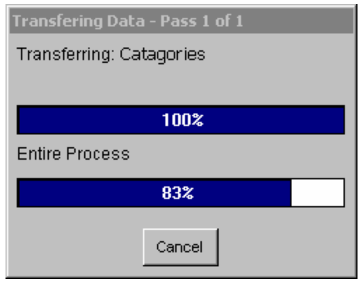


Figure 8-23: Transfer Data Status Window

Database errors generally occur because the information is already in the target database, or the information has been imported more than once by the specific import process. If this happens, a **Transfer Error Log** screen appears, as shown in Figure 8-24:

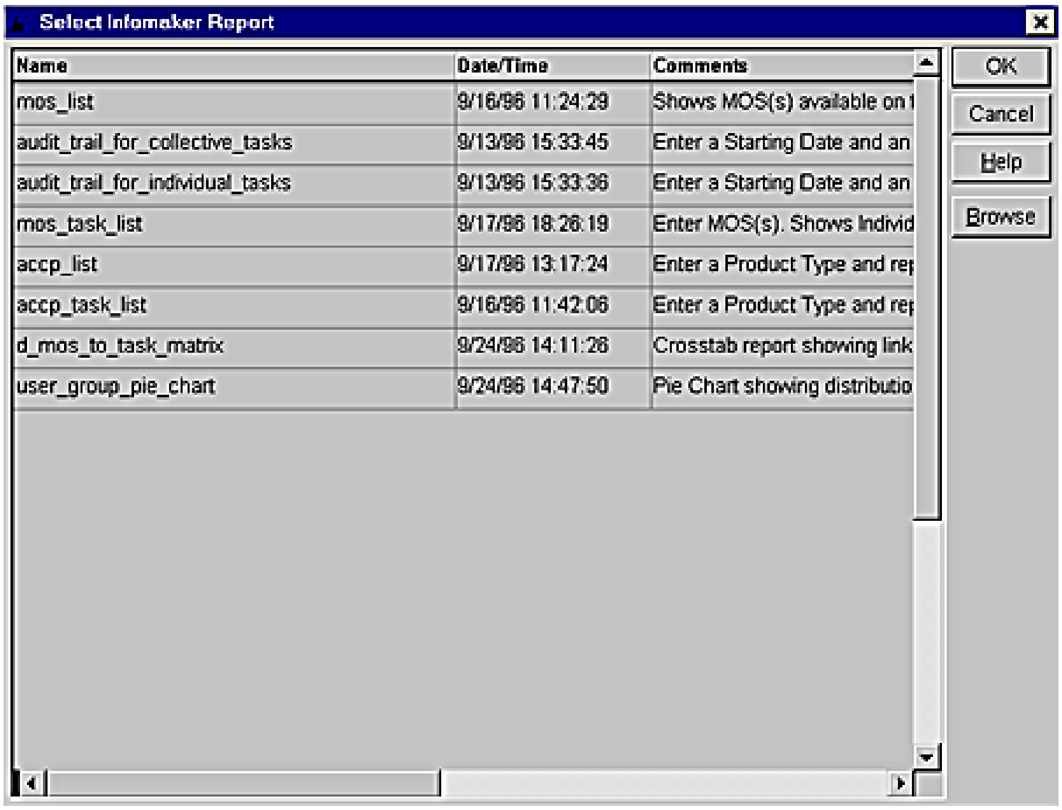


Figure 8-24: Transfer Error Log Screen

This screen shows the type of error, the error number, and an error message. Click the **Save** button to save the Error Log to your folder.

When the import is completed, a message box (Figure 8-25) will appear.

Figure 8-25: Import Complete Prompt

Click the **OK** button to continue. The ASAT Power Panel will appear.

8.6.1 Database Profile Edit/Create Option

Selecting the **New** or **Edit** buttons at the *Select Database Profile* window (Figure 8-18) produces an *Edit* or *New Database Profile* window, both with similar features. The *New Database Profile* window is shown in Figure 8-26.

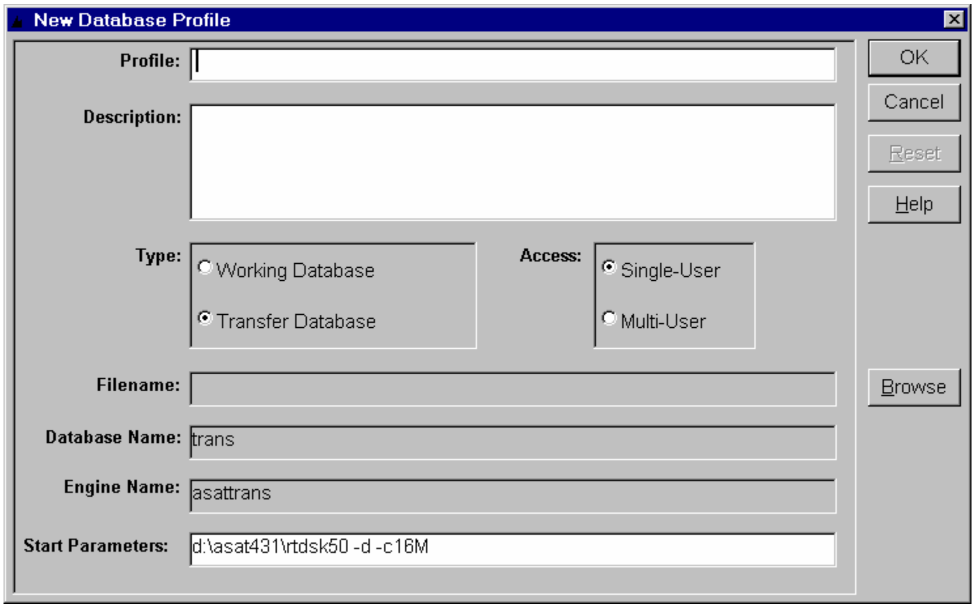


Figure 8-26: Database Profile Window

This window allows the user to create or edit database profiles. The fields used when creating or editing the database profile are described as follows:

Field	Description
Profile	The name of the database profile.
Description	Description of the database profile.
Type	Type of database profile to create.
Access	Single/Multiple users.
Filename	Path to the database file. This field is only used for single-user working databases.
Database Name	The name of a specific database process running on the database engine. Mainly used for multi-user database engines running multiple databases simultaneously.
Engine Name	The name of the database engine.
Start Parameters	This field is used to enter/edit the startup parameters for the database client/engine. Refer to the Advanced Profile Editor information described later in this section for more information on this field.

Note: *Some of these attributes may be read-only based on the type of database profile being created. Also, some of the attributes may not be required. For example, when the user is attempting to connect to a working database via the* ***File*** *menu -* ***Attach to Other ASAT Database*** *option, the* ***Type*** *will default to* ***Working Database****. The user cannot change this field to transfer database because a user cannot do work in a transfer database. A transfer database is ONLY for transferring data. The database name and engine name parameters are based on the Type and Access of the database profile being created. (These options may be adjusted on the Advanced Profile Editor window.) In addition, this window will not allow you to create a database profile that already exists on your system (prevents duplicated database profiles.)*

Click **OK** to process the information.
Click **Cancel** to cancel all changes.
Click **Reset** to reset the type, file, database, and engine areas of the window.
Click **Help** for help information on the active window.
Click **Browse** to search for files on your hard disk or network.

Selecting the **Advanced** button from the *Select Database Profile* window (Figure 8-18) produces the *Advanced Profile Editor* window (Figure 8-27.) This window allows fine-tuning of the connection parameters used when making database profiles.

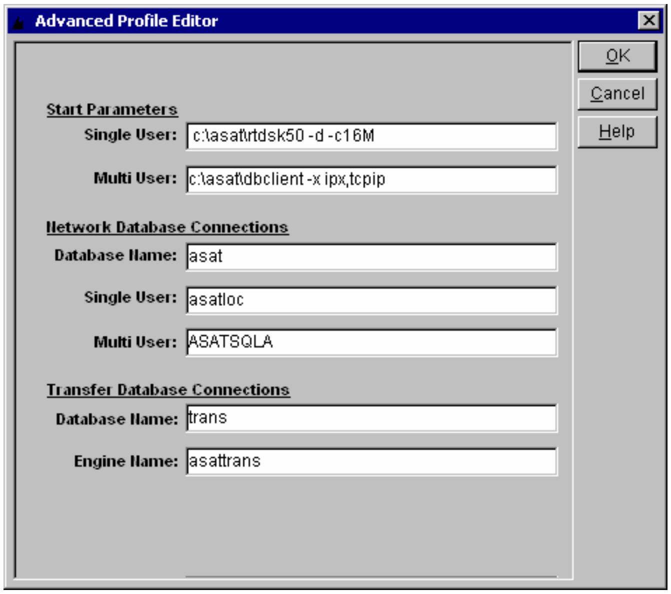


Figure 8-27: Advanced Profile Editor Screen

Options selected on this window will be used in all future database profiles created within ASAT. These are general options based on the network protocols in use to enable connection with a remote database server. The fields shown on this window are grouped as follows:

Field	Description
Start Parameters	These lines specify the Sybase SQL Anywhere database engine to use for a single or multi-user database connection. For single user, this can be RTDSK50 (view-only) or DBENG50 (editable). For multi-user, this can only be DBCLIENT. These lines may include optional parameters. Most users will not have access to the DBENG50 engine since the software requires a separate software license.
Network Database Connections	These lines specify the Database Name associated with any ASAT working (single or multi-user) databases, and what the name of the Database Engine running it is.
Transfer Database Connections	These lines specify the Database Name associated with any Transfer (import/export) databases, and what the name of the Database Engine running it is.

8.7 Import (Update)

The **Import (Update)** feature in ASAT can be accessed from the **Tools** tab on the Power Panel and selecting **Import (Update)**. Specifically, the **Import (Update)** feature is used to bring into your database new records and update any records that already exist.

> ***Note:*** *If you wish to bring into your database new records only, choose the* ***Import*** *option from the ASAT Power Panel. Refer to section 8.6 for details.*

After selecting **Import (update)** on the Power Panel, a *Select Database Profile* window (Figure 8-28) will appear. This window also appears any other time a user is about to connect to another database.

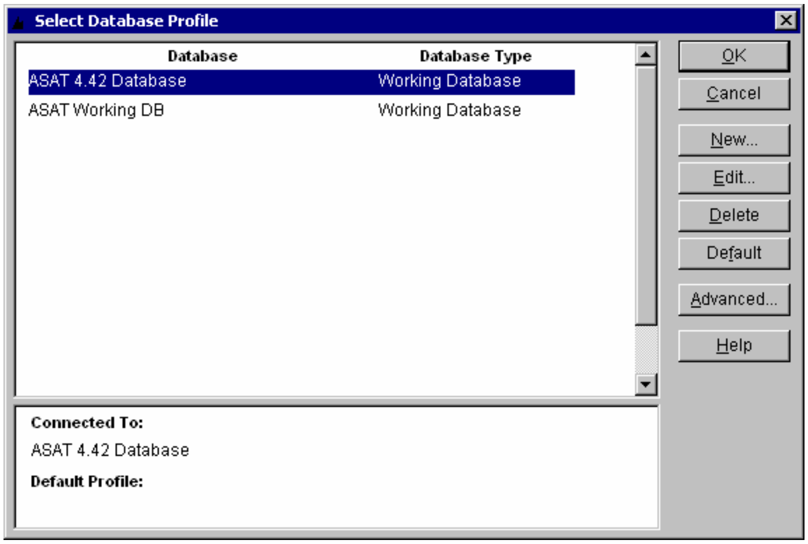


Figure 8-28: Select Database Profile Window

The purpose of this window is to allow the user to select the source database from which data will be imported. The target database is the database that the user was connected to prior to selecting this **Import** feature from the Power Panel.

Button	Description
OK	Selects the currently highlighted database profile. ASAT will then attempt to open a connection to the selected database.
Cancel	Closes this window, and cancels any changes made by the user.
New	Allows the user to define a new database profile.
Edit	Allows the user to edit an existing database profile.
Delete	Delete the currently highlighted database profile.
Default	Defines the highlighted database profile as the default profile when starting ASAT. The initial login window will attempt to attach to the default database.
Advanced	Allows fine-tuning of the connection parameters used to connect to the database server. These options may have to be adjusted based on the network protocols in use at the user site.
Help	Provides help on the active window.

> ***Note:*** *The* ***Advanced*** *and* ***Default*** *option buttons takes effect the next time a database profile is created or edited. The execution buttons (****New****,* ***Edit****, and* ***Advanced****) are described in greater detail in section 8.7.1.*

Once ASAT successfully connects to the database, the following window is displayed:

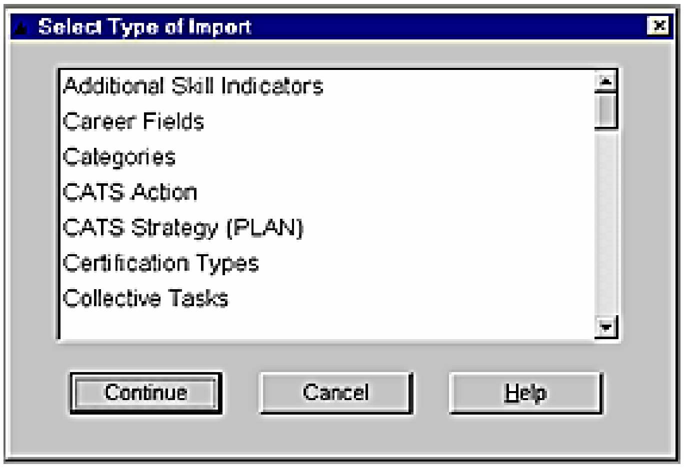


Figure 8-29: Select Import Window

From the *Select Type of Import* window (Figure 8-29), the user can select what data to import from the source database. After the user selects the type of data to be imported, the user must click the **Continue** button on this window.

Next, a filter window opens (if the type of data selected for the import necessitates) allowing the user to select filter criteria for the record(s) to be listed for importing.

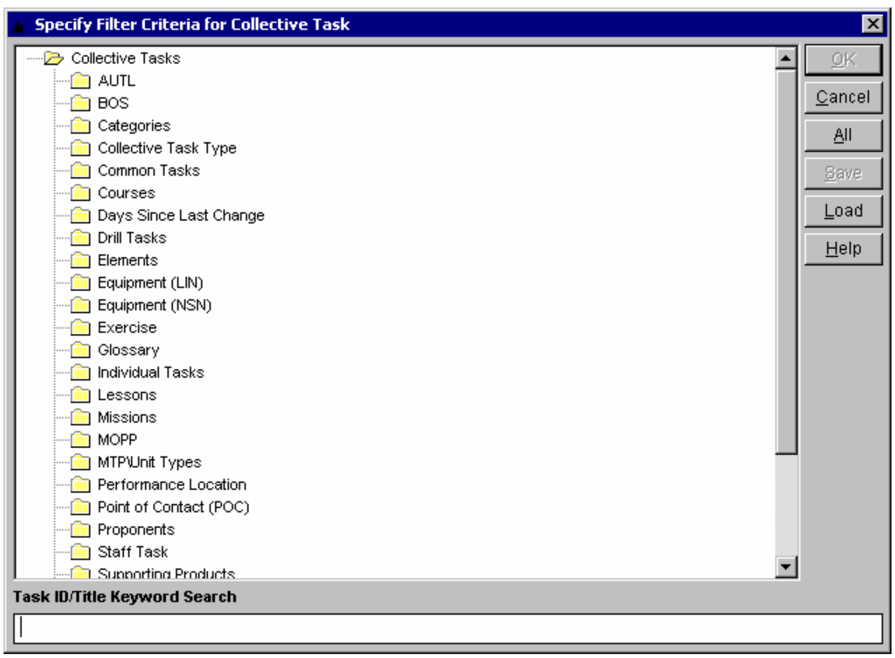


Figure 8-30: Sample Filter Window

The following window demonstrates the list of records to be imported:

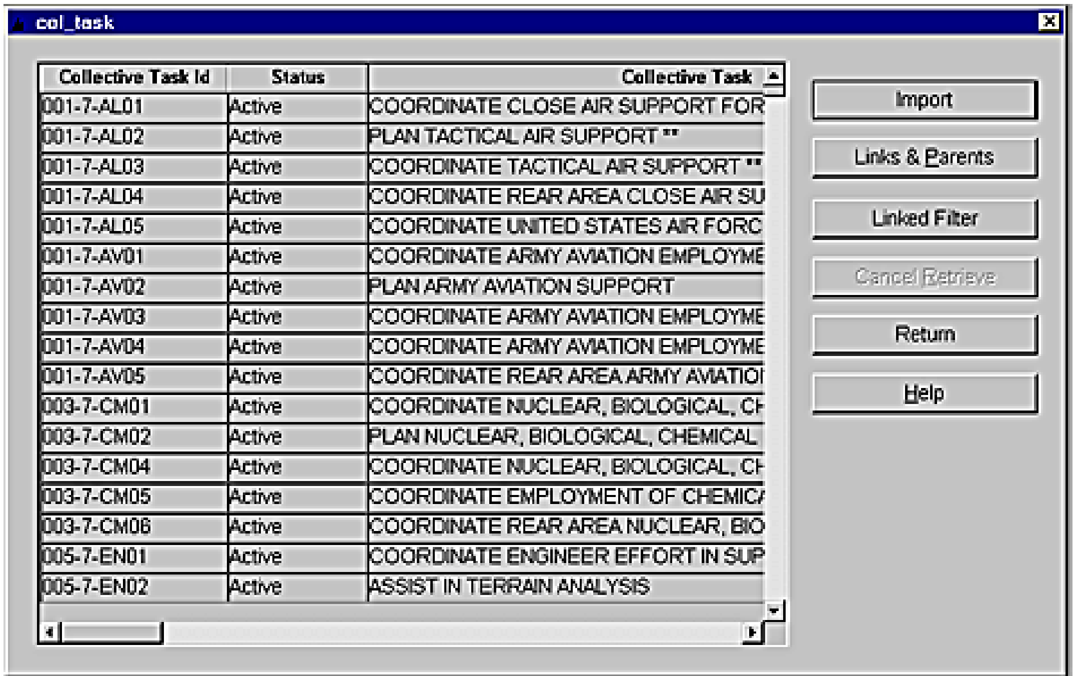


Figure 8-31: Select Collective Task to Import Window

As shown in Figure 8-31, you can begin the import process, change the **Links & Parents** default settings, **Link a Filter** (filter the master records by data that is linked to the master record), or return to select the type of data to be imported. If the user clicks the **Links & Parents** button then the following window opens:

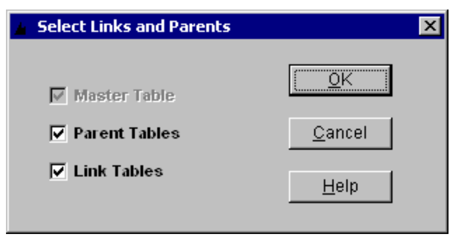


Figure 8-32: Select Links and Parents Window

On this window, the user can narrow down the data to be copied and include parent tables and/or link tables. In most cases, users should import both Parent and Link tables. The Master records are always copied. After this window is closed, then the previous window becomes active again.

Option	Description
Master Table	The main information being imported. For example, an MTP and all of its T&EO data.
Parent Tables	Data that has been linked to the master table data via link tables. For example, the missions linked to the MTP via the Link tables.
Link Tables	Data that relates the master data to other information in the database. For example, the link between a MTP and missions.

After starting the import, a status window displays during the transfer allowing you to monitor the progress of the data transfer (copy).

> ***Note:*** *If the transfer involves movement of multimedia data, you will be presented with a prompt asking you to decide if you want ASAT to renumber the media being transferred or if you want ASAT to use the existing numbers for the transfer. This prompt appears so that information from the source database will not accidentally be overwritten by the target database.*

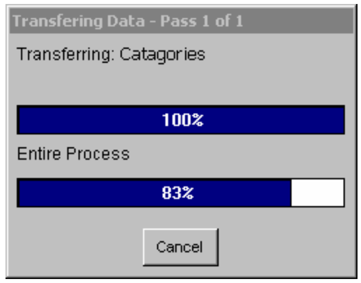


Figure 8-33: Transfer Data Status Window

Database Errors generally occur for this option if the information has been imported more than once by the specific import process. If this happens, a **Transfer Error Log** screen will appear, as shown in Figure 8-34:

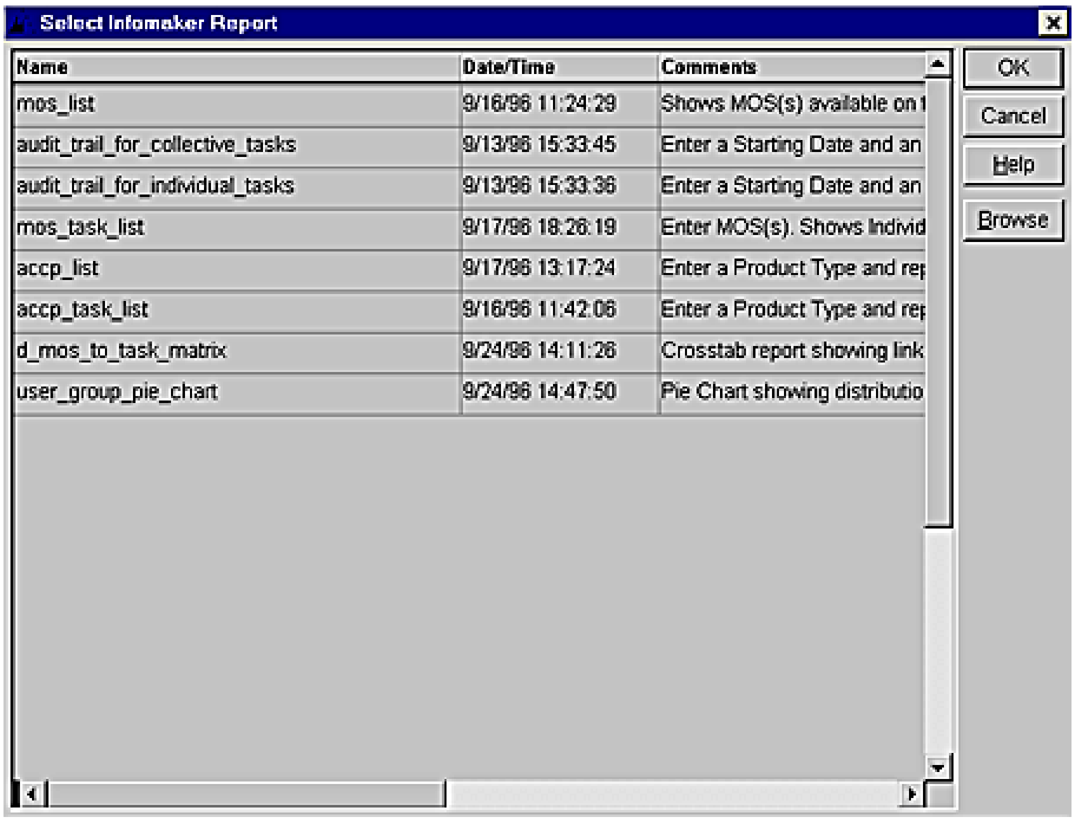


Figure 8-34: Transfer Error Log Screen

This screen shows the type of error, the error number, and an error message. Click the **Save** button to save the error log to your folder.

When the import is completed, a message box (Figure 8-35) will appear. Click the **OK** button to continue. The ASAT Power Panel will appear.

Figure 8-35: Import Complete Prompt

8.7.1 Database Profile Create/Edit Option

Selecting the **New** or **Edit** buttons at the *Select Database Profile* window (Figure 8-28) produces an *Edit* or *New Database Profile* window both with similar features. The *New Database Profile* window is shown in Figure 8-36:

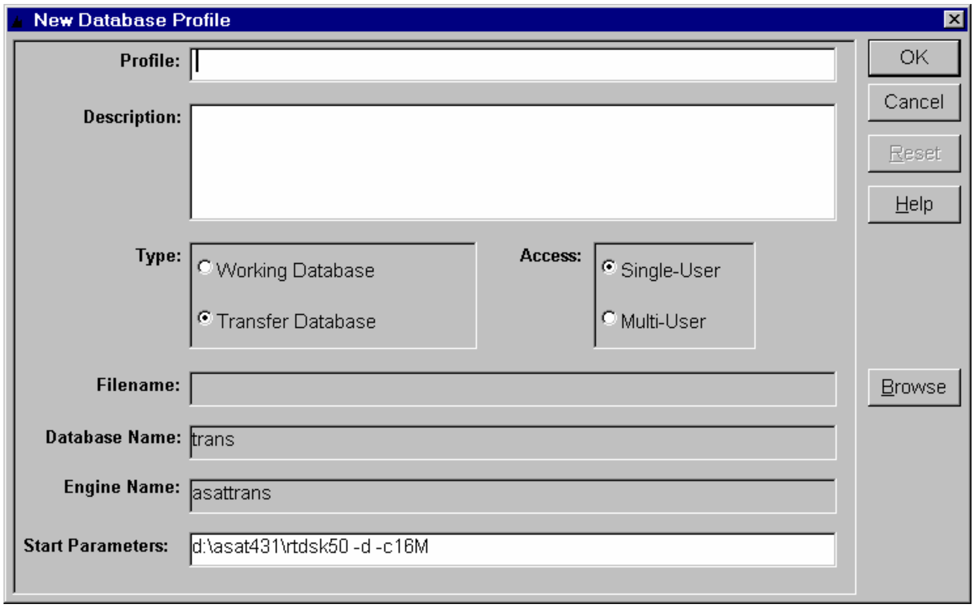


Figure 8-36: Database Profile Window

This window allows the user to create or edit database profiles. The fields used when creating or editing a database profile are described as follows:

Field	Description
Profile	The name of the database profile.
Description	Description of the database profile.
Type	Type of database profile to create.
Access	Single/Multiple users.
Filename	Path to the database file. This field is only used for single-user working databases.
Database Name	The name of a specific database process running on the database engine. Mainly used for multi-user database engines running multiple databases simultaneously.
Engine Name	The name of the database engine.
Start Parameters	This field is used to enter or edit the startup parameters for the database client/engine. Refer to the Advanced Profile Editor information described later in this section for more information on this field.

Note: *Some of these attributes may be read-only based on the type of database profile being created. Also, some of the attributes may not be required. For example when the user is attempting to connect to a working database via the* ***File*** *menu -* ***Attach to Other ASAT Database*** *option, the* ***Type*** *will default to* ***Working Database****. The user cannot change this field to transfer database because a user cannot do work in a transfer database. A transfer database is ONLY for transferring data. The database name and engine name parameters are based on the Type and Access of the database profile being created. (These options may be adjusted on the Advanced Profile Editor window.) In addition, this window will not allow you to create a database profile that already exists on your system (prevents duplicated database profiles.)*

Click **OK** to process the information.
Click **Cancel** to cancel all changes.
Click **Reset** to reset the type, file, database, and engine areas of the window.
Click **Help** for help information on the active window.
Click **Browse** to search for files on your hard disk or network.

Selecting the **Advanced** button from the *Select Database Profile* window (Figure 8-28) produces the *Advanced Profile Editor* window (Figure 8-37.) This window allows fine-tuning of the connection parameters used when making database profiles.

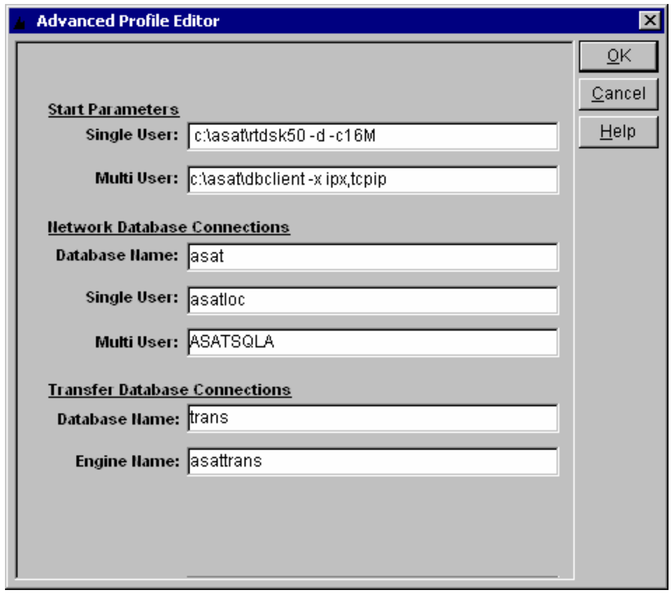


Figure 8-37: Advanced Profile Editor Window

Options selected on this window will be used in all future database profiles created within ASAT. These are general options based on the network protocols in use to enable connection with a remote database server. The fields shown on this window are grouped as follows:

Field	Description
Start Parameters	These lines specify the Sybase SQL Anywhere database engine to use for a single or multi-user database connection. For single user, this can be RTDSK50 (view-only) or DBENG50 (editable). For multi-user, this can only be DBCLIENT. These lines may include optional parameters. Most users will not have access to the DBENG50 engine since the software requires a separate software license.
Network Database Connections	These lines specify the Database Name associated with any ASAT working (single or multi-user) databases, and what the name of the Database Engine running it is.
Transfer Database Connections	These lines specify the Database Name associated with any Transfer (import/export) databases, and what the name of the Database Engine running it is.

Please contact your ASAT system administrator if you are having difficulty connecting to the database.

8.8 Outline Editor

The outline editor feature in ASAT's **Tools** Module allows the user to create information without being tied directly into a specific task. Therefore the information created using the outline editor would not be linked with a specific task. However, the user may have instances in which an outline for a specific task is needed for information and this will save the steps of having to go into a specific task to access the outline features.

Navigating through this generic outline editor is the same as the other outline editors within ASAT. The function keys and formats are the same. See section 9.5 for more information.

From the **Tools** Module, highlight and double-click on the **Outline Editor** menu option, or click on the **Open** button to use this feature.

The next screen will prompt the user for an outline ID and outline name. Using the **Insert Record** button on the toolbar, or by selecting **Data** from the menu and then choosing the **Insert Record** option, add an **Outline ID** and **Outline Name** as shown in Figure 8-38:

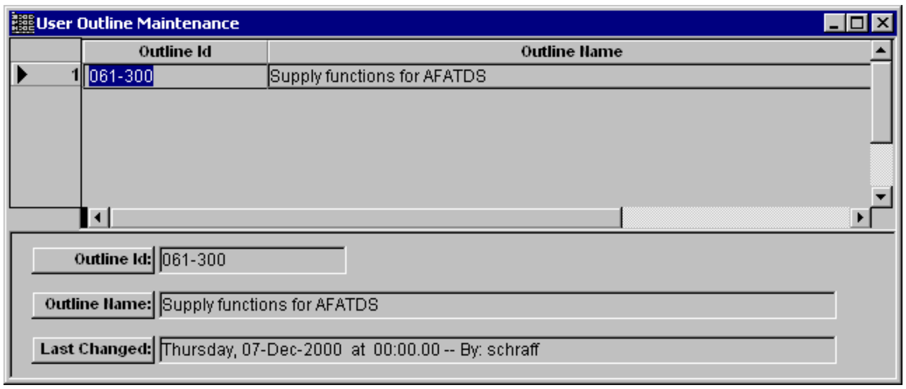
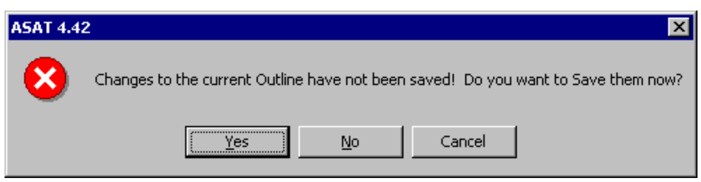


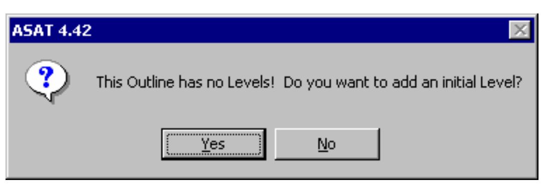
Figure 8-38: User Outline Maintenance Screen

When the entry has been made, click on the **Outline Editor** button on the toolbar or select **Data** from the menu and choose **Outliner Editor**.

The system will prompt you and ask if you want to save the changes. Click **Yes**.



The next system prompt you will receive is shown in the example that follows. Since this is a new outline it will not have any information in the outline, which prompts the system to ask if you want to start working in the outline. Click **Yes**.



ASAT automatically starts the outline with paragraph 1, as shown in Figure 8-39. You will notice that you now have all the outline features and options that are available.

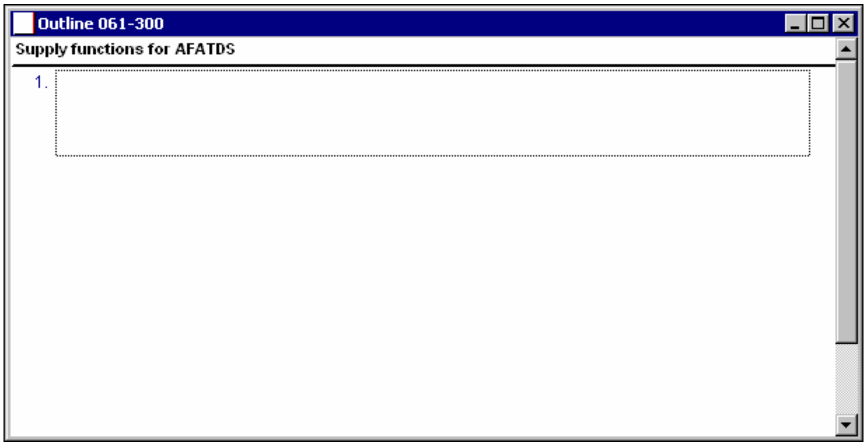


Figure 8-39: Outliner Example

This ASAT feature was designed to aid the user to create an outline of any topic without having to be tied directly into a task to utilize the outline features. See section 9.5 for more details on using the outline editor.

8.9 Purge Change History Data

The Purge Change History Data utility allows you to delete change history data that was entered before a certain date. All deleted information is moved to an ASAT utility table. To delete change history information, select the **Purge Change History Data** option from the **Tools** Module on the Power Panel. The *Purge Change History Utility* window (Figure 8-40) will appear.

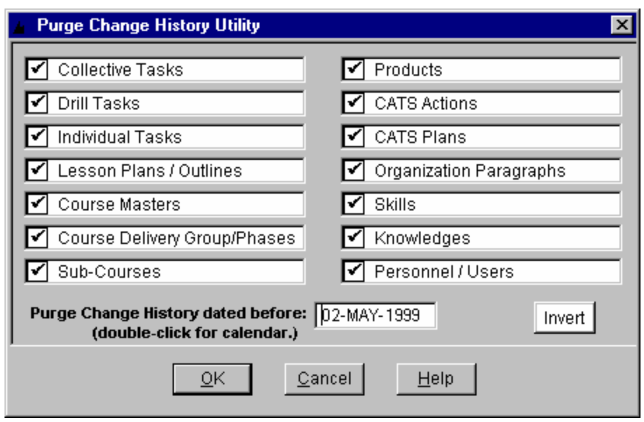


Figure 8-40: Purge Change History Utility Window

Select the areas from which you wish to delete change history information. Those areas with a checkmark beside them will have the change history data deleted. In the date field, enter the date that you wish data entered before to be deleted (all selected change history data entered before this data will be deleted.) Click the **Invert** button to reverse all checkmarks on the window (all areas checked will be unchecked and all areas unchecked will be checked.) Click the **OK** button when you have made all your selections.

A confirmation window (Figure 8-41) will appear. Click the **Yes** button to confirm the deletion.

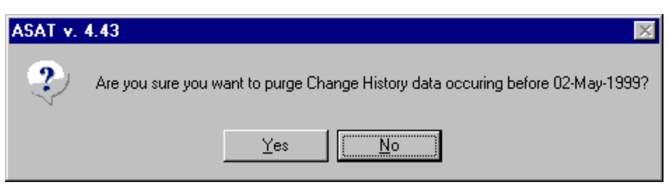


Figure 8-41: Purge Change History Confirmation Window

8.10 Replace a User Id Utility

The *User Id Replacement Utility* window (Figure 8-42) appears after selecting the **Replace a User Id Utility** option from the **Tools** Module on the Power Panel.

This menu option allows the user to replace one or more current User Ids with one User Id. The replacement Id takes over the duties of the replaced User Id(s) in all user groups and in all places where the User Id is linked as a Point of Contact, Analyst, Reviewer, or Course/Phase Manager. The User Id will be changed to an Inactive ASAT user.

The User Id is not replaced with the new User Id where it is linked as a Lesson Plan Approver. The name associated with the replaced user id will remain on the lesson plan. If the User Id is not linked as a lesson plan approver, it is automatically deleted from the Personnel table; otherwise, it can be deleted from the Personnel support table after the lesson plan approval links have been removed on the **Approval** tab in the lesson plans.

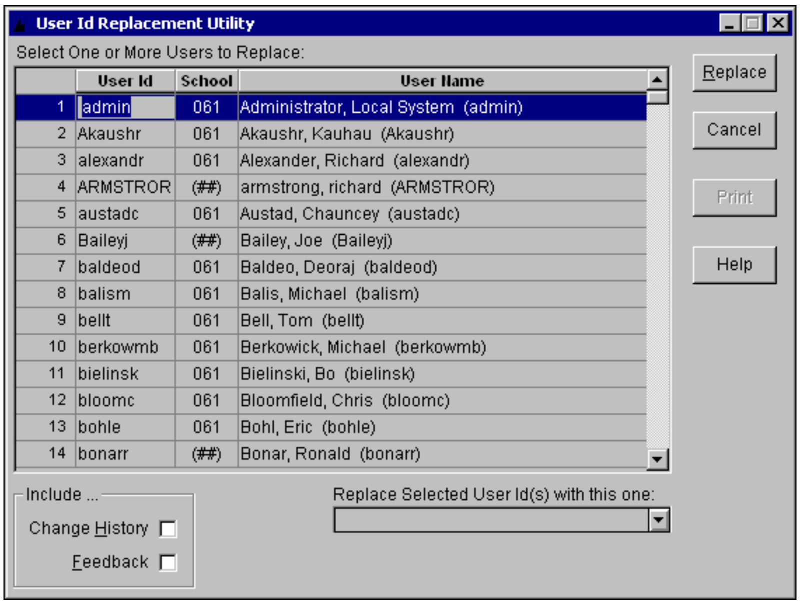


Figure 8-42: Replace a User ID Utility Screen

> ***TIP:*** *A listing of the records to which a User Id is linked is available on the* ***User Assignments*** *tab in the Personnel support table. A listing of user groups to which the User Id is associated is available on the* ***User Group*** *tab in the same support table.*

From the list in the upper left, select one or more User Ids to be replaced. Click on the down-arrow under **Replace Selected User Id(s) with this one:** to select the User Id that will replace the User Id(s) previous selected in the upper window. In the lower left corner are two selection boxes that allow you to replace the User Id in the **Change History** and **Feedback** areas. Normally this would not be used, so they are not automatically selected.

The following buttons display on the right side of the screen:

Button	Description
Replace	Initiates the replacement process. A screen displays asking if you are sure you want to replace the selected User Id(s) with the one you selected. Select **Yes** to complete the process. Select **No** to return to the *User Id Replacement Utility* screen. Select **Cancel** to return to the Power Panel.
Cancel	Cancels the replacement and returns to the Power Panel.
Print	This button remains inactive until the replacement process is completed. A screen then displays a listing all of the replacement options and the number of replaced rows (records) for each. At this time, the button is activated and the listing is available for printing using the **Print** button.
Help	Displays the help topic for the screen.

8.11 DIAS Task Consolidation

***NOTE:** This ASAT menu option requires specific data to function correctly and is limited to specialized users at this time.*

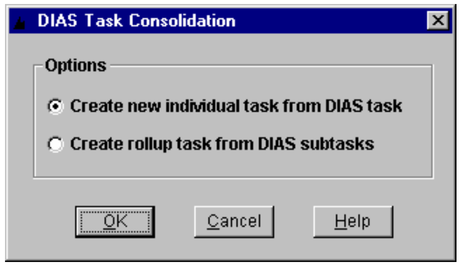


Figure 8-43: DIAS Task Consolidation

The *DIAS Task Consolidation* screen (Figure 8-43) is used to create new individual tasks from selected tasks and/or subtasks. After creating a new individual task using this option, the new individual task can be viewed and modified using the **ASAT Create/Edit Individual Task** tab folder and outline editor located in the **Individual** Module.

This window provides you with the following two options:

Create new individual task from DIAS task: This option is used to create a new individual task from a selected DIAS task. See the *Select DIAS Task* screen described in section 8.11.1.

Create rollup task from DIAS subtasks: This option is used to create a new individual task from selected DIAS subtasks. See the *Select DIAS Subtask* screen described in section 8.11.2.

The buttons on the window offer the following choices:

Button	Description
OK	Processes the option selection and proceeds to the next window.
Cancel	Clears the selection and returns to the Power Panel.
Help	View on-line help for this window.

8.11.1 Create New Individual Task

This selection produces the *Select DIAS Task* window (Figure 8-44):

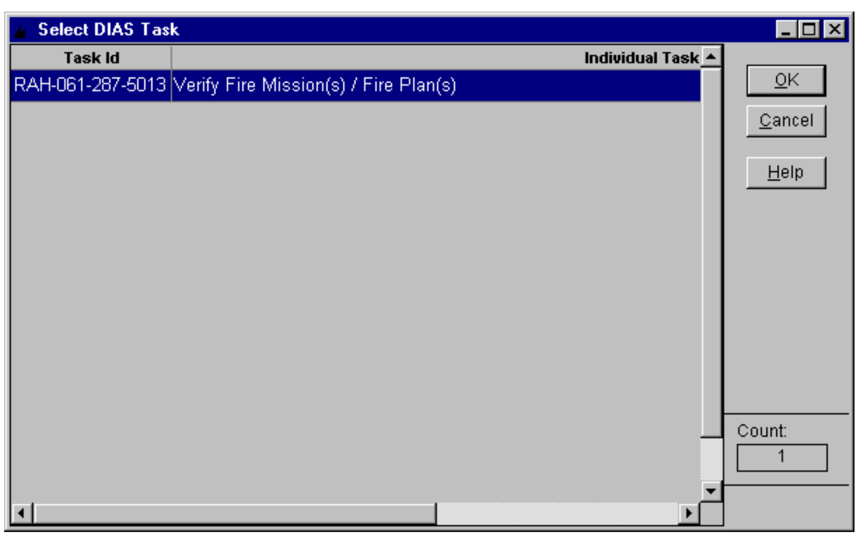


Figure 8-44: Select DIAS Task Screen

This screen is used to select a task that will be used to create a new individual task. The ASAT **Create/Edit Individual Task** tab folder, located in the **Individual** Module, is used to view and modify the newly created individual task. Use the following procedures at this screen:

1. Click on the task listed on this screen that will be used to create the new individual task.
2. Click on the **OK** button to process the task selection and to proceed to the *DIAS Subtask Filter* screen (Figure 8-45) to further refine the information.

Additional buttons on this window offer the following choices:

Button	Description
Cancel	Clears the selection and returns to the Power Panel.
Help	View on-line help for this window.

> ***Note:*** *A Count window appears at the bottom right corner of the screen indicating the amount of tasks retrieved from the program.*

8.11.1.1 DIAS Subtask Filter Screen

The *DIAS Subtasks* window (Figure 8-45) will display after selecting the task that will be used to create a new individual task. This screen is used to choose whether or not to include the elemental data (additional data related to the task or subtask) from the task's subtask(s) in the new individual task. The elemental data is displayed in the outline editor steps for the new individual task at the **Individual Task** Module in ASAT. If no selection is made, the program defaults to include the elemental data.

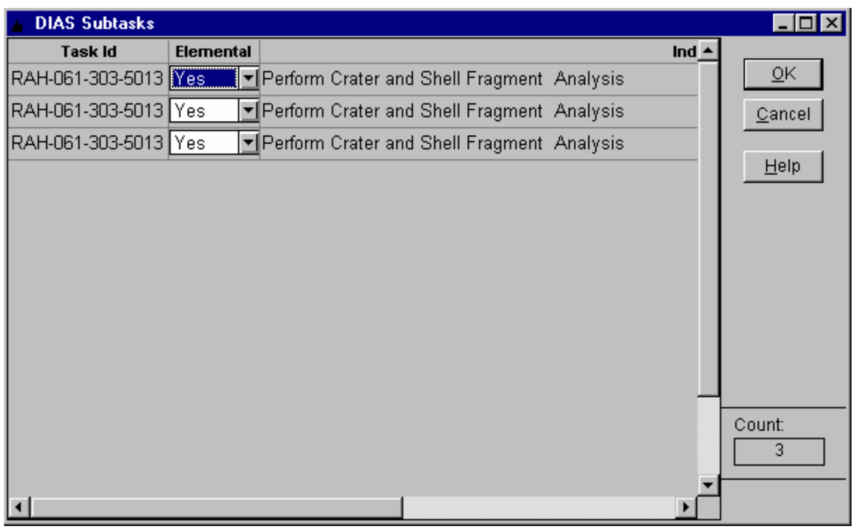


Figure 8-45: DIAS Subtask Filter Screen

Use the following procedures at this screen:

1. Click on the arrow next to the drop-down boxes to select *Yes* or *No* to include the elemental data for each subtask listed. The default is *Yes*.
2. Click on the **OK** button to process the selections. A *Task ID Entry* window appears to enter an **ASAT Task ID** for the newly created individual task. The ID entered here will appear in the record header area of the individual task tab folder. After entering the ASAT Task ID, a prompt appears with a choice to proceed to the ASAT **Individual Task** tab folder for the new individual task.

Additional buttons on this screen function as follows:

Button	Description
Cancel	Clears the selections and returns to the Power Panel.
Help	View on-line help for this window.

Note: *A Count window appears at the bottom right corner of the screen indicating the amount of subtasks retrieved from the program.*

8.11.2 Create Rollup Task from DIAS Subtasks

This selection, made from the initial *DIAS Consolidation* window, produces the following screen example:

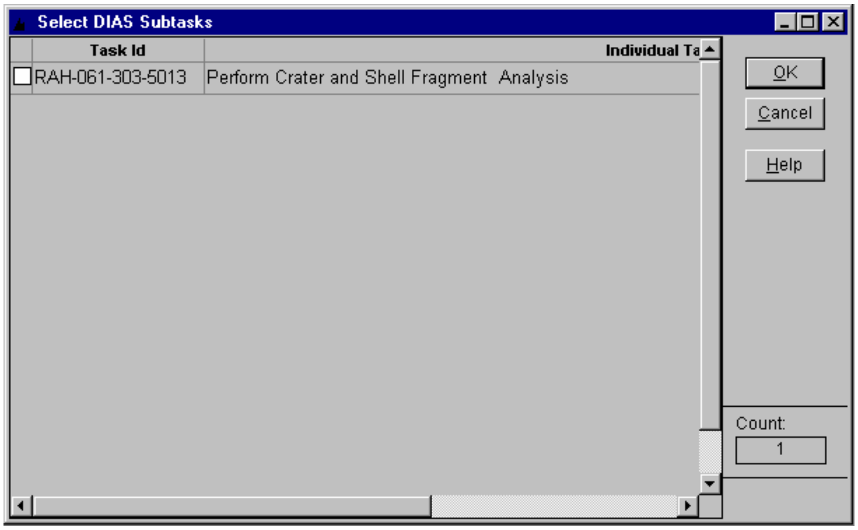


Figure 8-46: Select DIAS Subtask Screen

This screen is used to select the subtasks that will be used to create a new individual task. The ASAT **Create/Edit Individual Task** tab folder, located in the **Individual** Module, is used to view and modify the newly created individual task. Use the following procedures at this screen:

1. Click in the check-boxes next to the desired subtask selections.
2. Click on the **OK** button to process the subtask selections. A *Task ID Entry* window appears to enter an **ASAT Task ID** for the newly created individual task.
3. The ID entered here will appear in the record header area of the individual task tab folder. After entering the Task ID, a prompt appears with a choice to proceed to the ASAT **Individual Task** tab folder for the new individual task.

The additional buttons on the window offer the following choices:

Button	Description
Cancel	Clears the selection and returns to the Power Panel.
Help	View on-line help for this window.

Note: *A Count window appears at the bottom right corner of the screen indicating the amount of subtasks retrieved from the program.*

8.12 ASAT Database Reports (RTF)

The **ASAT Database Reports** option is used to select a database report for printing. From the **Tools** Module, highlight and double-click on the **ASAT Database Report (RTF)** menu option, or click on the **Open** button. The *Database Report* window (Figure 8-47) will appear:

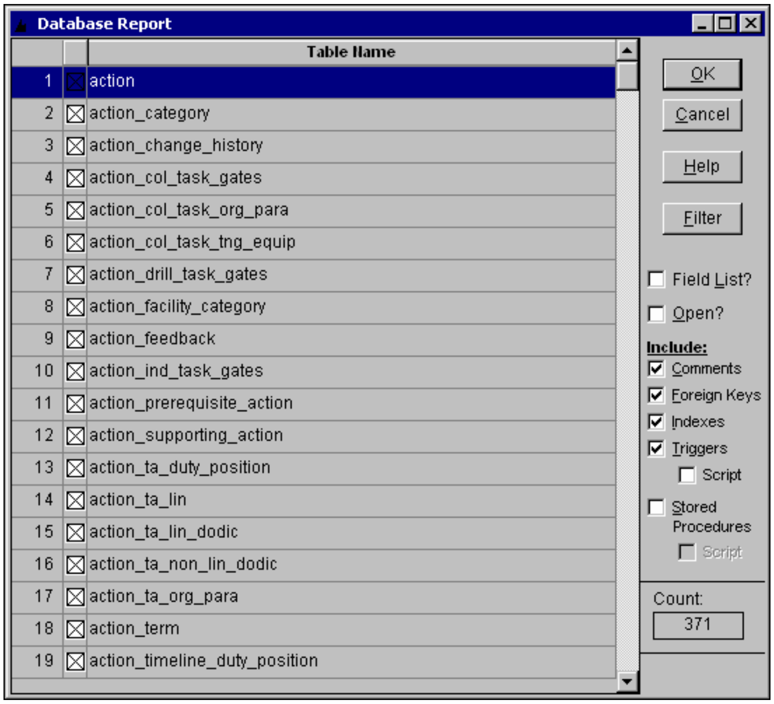


Figure 8-47: Database Reports Window

This window provides you with a list of Database Reports available to be printed. Select the desired table and click the **OK** button to continue. The options allow you to maintain the integrity of the database for this report. The **Include** options allow you to select which sections of the database report will be included in the RTF file. Once the report is generated, the message: RTF report completed appears. Click the **OK** button. The report will be saved in a sub-folder, available for print.

> ***Note:*** *The* ***Show Views*** *option located on the* ***View*** *menu is used to include any views (non-table listings) in the table list.*

The options on the side of the screen function as follows:
The **OK** button should be clicked after all selections are made to print the report.
The **Cancel** button allows exiting without printing a report.
The **Help** button provides help for the active window.
The **Field List** check-box option provides a more detailed output of the table selected including the maximum number of characters that can be entered into a field.
The **Open box** check-box option allows the user to generate an RTF report in MS Word.

Option	Description
Comments	Includes a description of the selected tables in the report when the box is checked. Field descriptions will also appear in the report if the **Field List** check-box is checked.
Foreign Keys	Defines how the Database is connected.
Indexes	Item used to enhance the performance of the Database and provides a unique way to identify information being requested.
Triggers	A list of what the Database does when certain things happen to the tables that are connected to the Database (i.e., any modifications.)
Script	The report will display the actual SQL script for Triggers or Stored Procedures.

Option	Description
Stored Procedures	Procedures kept in the database, which provide a way to get uniform access to important functions automatically.
Count	Indicates the number of reports retrieved.

8.13 Comparison Utility

This window appears after selecting the **Comparison Utility** option from the **Reports** section of the **Tools** Module.

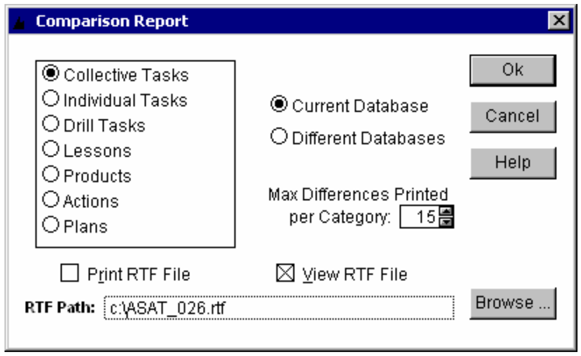


Figure 8-48: Comparison Report Options Window

This option allows you to generate a report that displays differences between two records in ASAT. The report displays differences only. Identical data is not shown.

Select the desired record type (task, lesson, product, action, or plan) by clicking beside the option title and clicking the **OK** button to continue. The applicable filter screen first appears for the choice to allow you to define and limit the data that will appear on the *Comparison Report Selection* screen (Figure 8-48.) Additional selections on this window are as follows:

Field	Description
Current Database	Generates reports from the current database.
Different Database	Brings up the *Select Database Profile* window to choose a different database to use to generate the reports (see the Note below.)
Max Differences Printed Per Category	This option is used to select (or enter) the maximum amount of differences per category displayed between the two records on the report. If no selection is made, the default maximum differences shown on the report is 15. Up to 999 differences per category can be displayed. ***Note:** An asterisk will appear next to the category on the report to alert the user when the category contains more than the maximum number of differences selected at this window.*
Print RTF	Prints the report to the designated printer.
View RTF	Displays the report on screen.

***TIP:** All files should be viewed before printing. Once the file is opened in MS Word, you can always use the **File\Print** menu option to print the file or portions of the file if desired.*

***Note:** If two local databases are used and the Engine Name is the same for both databases, the data will only appear for the first database (even though it seems to connect to the second.) When you go into the profiles and change the **Engine Name** field (say, from asatloc to asatloc2) for one of the databases, then the connection will work.*

Button	Description
Cancel	Clears all currently selected filter criteria check-boxes; and reverts back to the Power Panel.
Help	View online help for this window.

Button	Description
Browse	Allows you to choose the path for the report. The path for storing the RTF file is displayed at the bottom of the screen. The default is to store the file where ASAT is currently loaded on your PC. The **Browse** button allows you to change the path. You can change the name of the folder and/or the RTF report, but the report name must end with the RTF extension. ***TIP:*** *If the path is changed from the default, the path will display as changed for all RTF reports generated during the current session.*

After selecting **OK** to process the selection, the following window example will appear (the actual type of selection window will vary depending on the type of report selected):

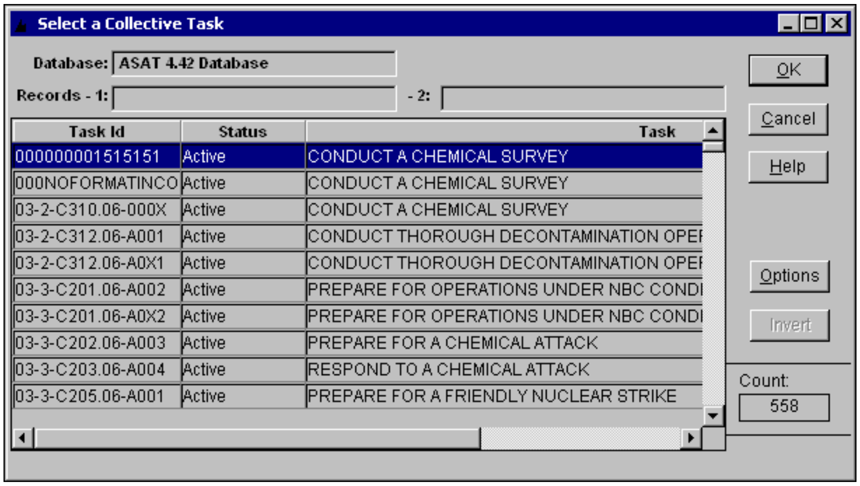


Figure 8-49: Select Comparison Records Window

This screen provides you with a list of records for the option selected at the previous window. Use the following procedures:

1. Select the first record for the comparison by clicking in the record row and clicking the **OK** button. The choice is displayed in the first record identifier box at the top of the screen.
2. Select the second record for the comparison by clicking in the record row and clicking the **OK** button. The second selection will display in the second record identifier box at the top of the screen.

   Important Note: *After highlighting the second selection and clicking on the* ***OK*** *button, the report is immediately processed.*

3. Click **OK** at the **Report Completed** prompt to view the report.

Additional selections on this window are as follows:

The **Options** button allows you to modify the options you have selected for this report.
The **Cancel** button cancels all choices and returns you to the Power Panel.
The **Help** button provides assistance for this screen.

8.14 Essential Fields Utility

The following window appears after selecting the **Essential Fields Utility (RTF)** option from the **Tools** Module. This option allows you to generate a report that displays the empty essential fields for a task, lesson plan, product, action, or plan. This is useful in determining what necessary fields you have not filled or linked in ASAT.

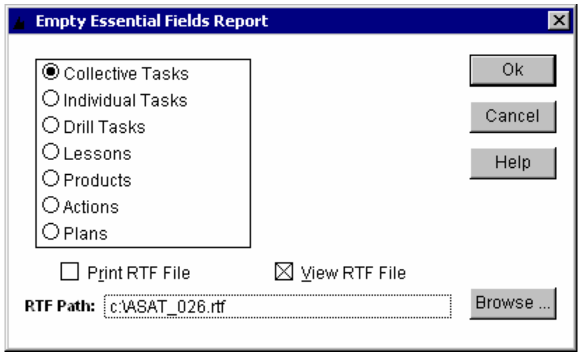


Figure 8-50: Essential Fields Report Options Window

> ***NOTE:*** *If you wish to check individual, collective, or drill tasks, choose a Task report option at this window instead of a STP or MTP product report option. The separate task reports are more detailed than the task information that would be associated with a STP or MTP. Product reports check only those task fields that are required to produce the product.*

Select the desired record type by clicking beside the option title and clicking the **OK** button to continue. The applicable filter screen appears for your selection to allow you to define and limit the data that will appear on the *Empty Essential Fields Report* window that appears next. Additional selections on this window are as follows:

Print RTF File Prints the report to the designated printer.

View RTF File Allows you to view the report on the screen before printing.

> ***TIP:*** *All files should be viewed before printing. Once the file is opened in Microsoft Word, you can always use the* ***File\Print*** *menu option to print the file or portions of the file if desired.*

Once the print criteria are set, the buttons on the right side of the window will execute the choices. The buttons are as follows:

Button	Description
OK	Applies the selection.
Cancel	Clears all currently selected filter criteria check-boxes and returns to the Power Panel.
Help	View online help.
Browse	Allows you to choose the folder for the report. The path for storing the RTF file is displayed at the bottom of the screen. The default is to store the file where ASAT is currently loaded on your PC. The **Browse** button allows you to change the path. You can change the name of the folder and/or the RTF report, but the report name must end with the RTF extension. ***TIP:*** *If the path is changed from the default, the path will display as changed for all RTF reports generated during the current session.*

If the **OK** button is selected, the following selection screen displays:

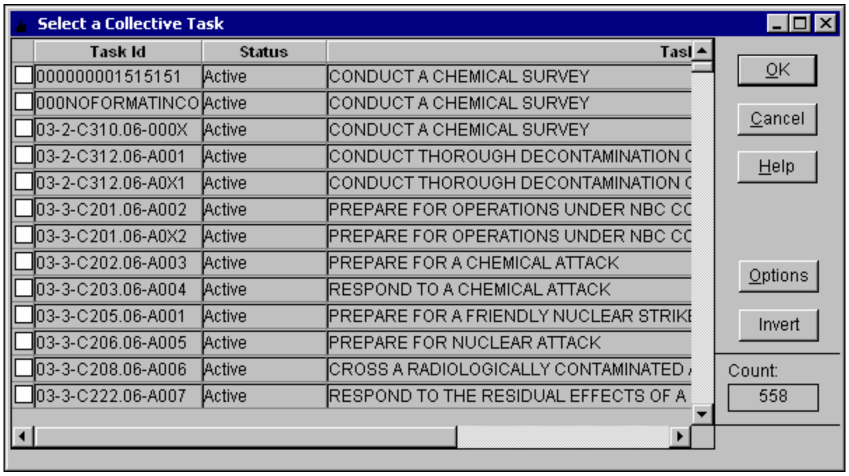


Figure 8-51: Essential Fields Record Selection Screen

The *Empty Essential Fields Report Selection* screen (Figure 8-51) appears after processing the record option from the *Essential Fields Report* window. This window displays the records available in your database that meet the filter selected on the previous screen. The **Count** field at the bottom of the screen indicates the number of tasks that the program has processed for the selection.

Click in the white box to the left of the desired record or records and click the **OK** button to process the report.

Additional selections on this window are as follows:

Button	Description
Cancel	Cancels the operation and returns the program to the Power Panel.
Help	Accesses help for the active screen.
Options	Allows you to modify the options you have selected for this report.
Invert	Acts as a toggle between checking/unchecking your selections on the screen.

8.15 ID Format Status Report

The **ID Format Status Report** option is used to validate collective and drill task identification formats. These identifiers must be entered in ASAT according to TRADOC regulation 350-70 standard guidance. The ID format report will display the tasks that do not meet the standards and include the reason why. See section 8.15.1 for the collective and drill task entry formats. From the **Tools** Module, highlight and double-click on the **ID Format Status Report** menu option, or click on the **Open** button. The window shown in Figure 8-52 will appear:

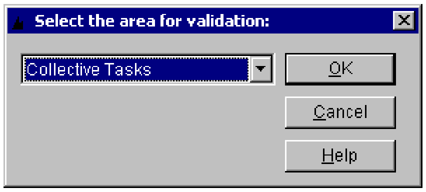


Figure 8-52: Select Validation Window

Select either **Collective Task** or **Drill Task** from the drop-down box on the screen. Click the **OK** button to process the selection or click the **Cancel** button to exit back to the Power Panel. If you choose to process the selection, the applicable filter screen will appear to allow you to limit and refine the data that appears on the next screen.

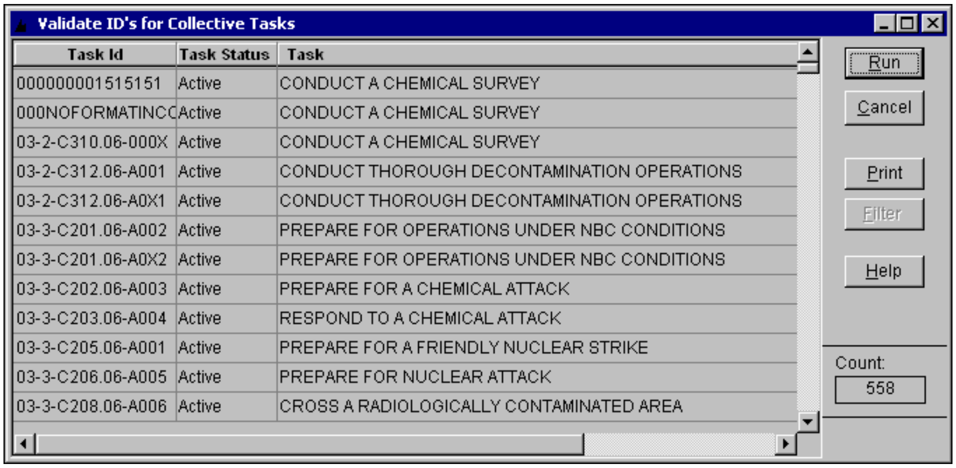


Figure 8-53: Validation Record Selection Screen

This screen is used to select one of the collective tasks or drill task records that do not meet the standards according to TRADOC regulation 350-70 standard guidance. Highlight a record by clicking on a row and use one of the following button options:

The **Run** button starts the retrieval process of the tasks for the selected record. The screen shown below will appear.
The **Cancel** button allows you to exit the function and return to the Power Panel.
The **Print** button prints the report to the connected printer.
The **Help** button provides help for the active window.

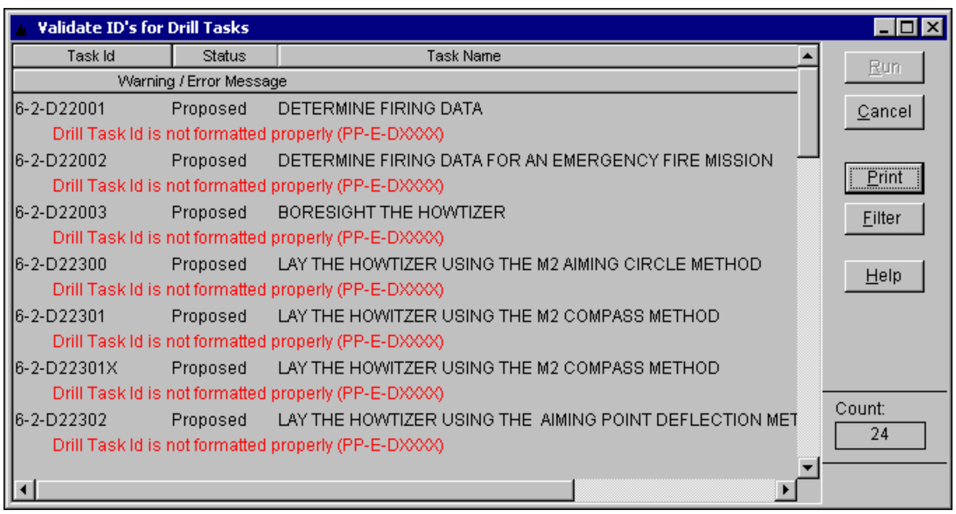


Figure 8-54: Validation Identification Screen

If the **Run** button is selected, this screen displays the collective tasks or drill tasks that do not meet the standards according to TRADOC regulation 350-70 standard guidance. Listed on this screen for each task is the **Task Id**, the **Status** of the task, and the **Task Name**. Underneath the task (in red) is the error message for the task. The **Count** field at the bottom right corner of the screen displays the number of tasks retrieved.

The other options on the side of the screen function as follows:
The **Cancel** button allows you to exit the function and return to the Power Panel.
The **Print** button prints the report to the connected printer.
The **Help** button provides help for the active window.
The **Filter** button brings up the screen shown as follows.

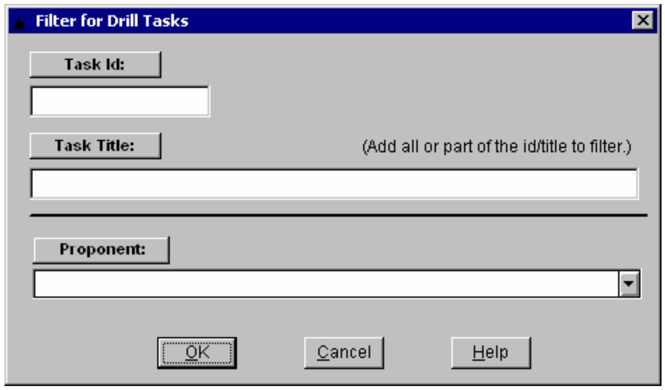


Figure 8-55: Validation Filter Screen

The *Validation Filter* screen (Figure 8-55) allows you to select the tasks you want retrieved based on numbers, words, or phrases entered in the **Task Id** and the **Task Title** field. A proponent code can be selected from the drop-down list box on this screen as an additional filter option.

The following buttons are used to process information:
Click the **OK** button to add the filtered list to your report screen.
Click the **Cancel** button to cancel the filter and to return to the previous window.
Click the **Help** button to receive help information on the active window.

8.15.1 Task Entry Formats

The following task standard format applies for Collective tasks.

AA-B-CCCC.DD-EEEE

Field	Description
AA	is the proponent code. The first A can be a number from 0-9. The second A can be a number from 1-9.
B	is the echelon and can be a number from 1-8.
CCCC.	is a four character identifier for the task. The entry can contain characters (all caps) and/or numbers.
.DD-EEEE	is the derivative for the task. The first D can be a number from 0-9. The second D can be a number from 1-9. The E's can contain characters (all caps) and/or numbers.

The following task standard format applies for Drill tasks.

_ _ - _ -D _ _ _ _

Field	Description
_	is the first digit of the proponent code and can be a number from 0-9.
_	is the second digit of the proponent code and can be a number from 1-9.
_	is the echelon and can be a number from 1-8.
-D	Enter -D (for drill)
_ _ _ _	is the four character identifier for the task. The entry can contain characters (all caps) and/or numbers.

8.16 InfoMaker Report Viewer

InfoMaker reports are usually from the InfoMaker development product. The ASAT InfoMaker report Viewer allows the user to run InfoMaker Reports without having to exit from the ASAT system. InfoMaker reports are reports that may be created “locally” by ASAT users and can be tailored to a user’s specific needs.

InfoMaker reports are stored in PowerBuilder Libraries (PBL). A PBL is a file whose extension name is .PBL. For example: ATSC.PBL.

ASAT is not able to display InfoMaker composite reports or reports, which include “nested” reports (report within a report.)

With the release of ASAT 4.2, two PBLs are included which contain InfoMaker Reports created by the Armor School. The reports retrieve data that is of use to many other schools and all ASAT users are encouraged to use them.

These two PBLs can be found in the same folder in which ASAT was installed. If the default installation was used, the PBLs will be in c:\ASAT as ATSC.PBL and ATSCASAT.PBL.

From the ASAT Power Panel, **Tools** Module, highlight and double-click on the **InfoMaker Report Viewer** option, or click on the **Open** button. The *Select InfoMaker Report* window (Figure 8-56) will appear.

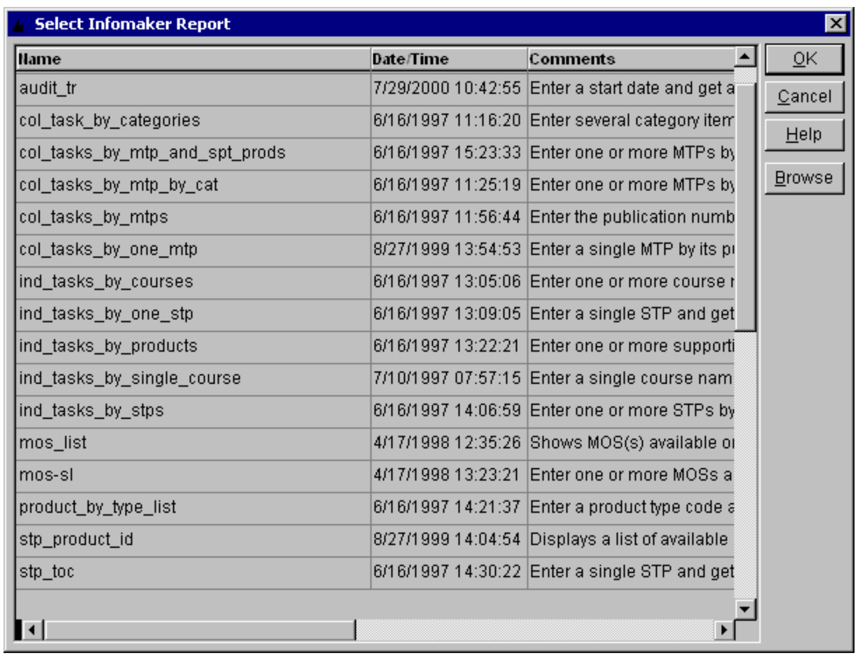


Figure 8-56: Select Infomaker Report Screen

Note: *The first time you use the InfoMaker Viewer, the Select InfoMaker Report screen may be blank.*

From this window, the user can select an InfoMaker Report for viewing purposes. Use the following procedures to use the report viewer:

1. Click **Browse** to find the Power Builder Library (PBL) containing the reports you wish to run. The following window (Figure 8-57) will be displayed:

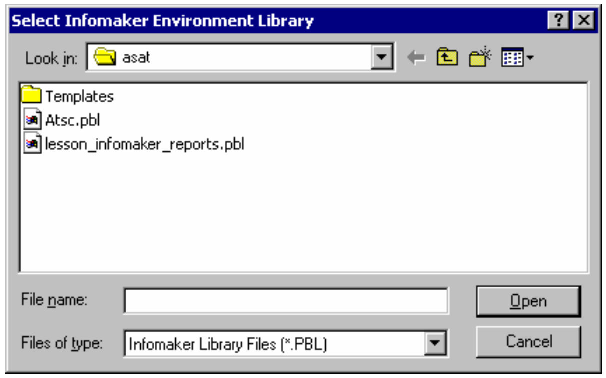


Figure 8-57: Select Infomaker Environment Library Window

2. Select the required PBL and click **Open**. The screen will be filled with the available reports.

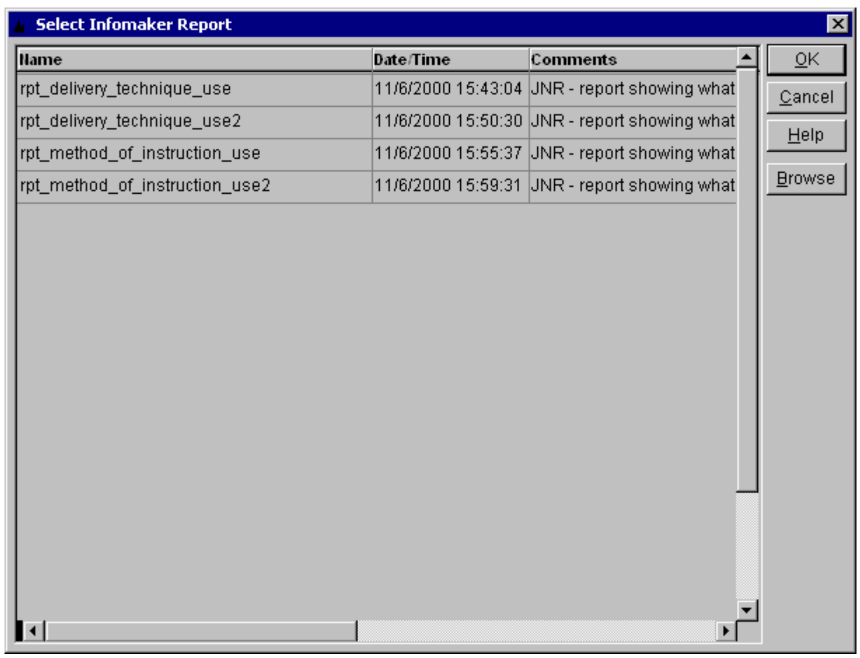


Figure 8-58: Select Infomaker Report Screen

3. Select a report by clicking on one of the entries. Click **OK** to run the report.

   Note: *Some reports require you to provide information such as an* ***ARTEP*** *or a* ***STP****. In this case, the Specify Retrievals Arguments window (Figure 8-59) will appear. Enter the necessary information and click* ***OK****.*

   Note: *Some reports will accept more than one* ***MTP*** *or* ***STP****, etc. in a continuous line. Please refer to the* ***ARMOR.DOC*** *for specific instructions on using the retrieval box. (Hint, when the argument TYPE is String_Array; be sure to enclose each* ***MTP****, etc. in single quotes).*

Example: 'ARTEP 17-236-10-MTP^ARTEP 17-237-10-MTP'

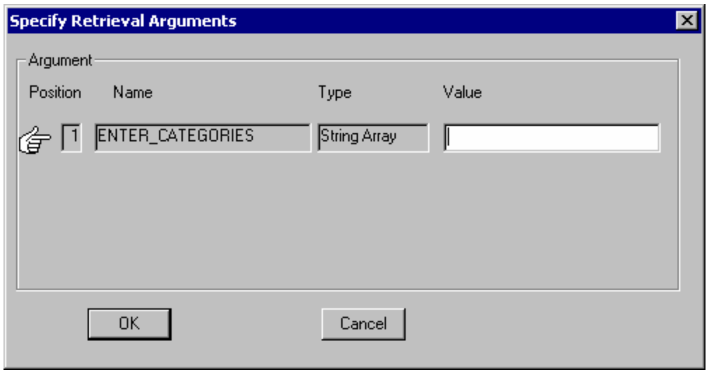


Figure 8-59: Specify Retrieval Arguments Window

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CHAPTER 9

ASAT FEATURES IN DEPTH

ASAT has many powerful features to help the user develop, produce, and manage doctrine and training information and products. This section provides in-depth information on what the features are and how they are used. A condensed description of the most frequently used features in ASAT is provided in Chapter 2, *Introduction to ASAT Features*.

The features and their corresponding section numbers covered in this chapter are as follows:

9.1 Start Up Menus (Power Panel And Quick Access)

The Power Panel and Quick Access menus allow the user to quickly access the ASAT program selections. They are described in the following sections.

9.1.1 Power Panel

The *ASAT Power Panel* (Figure 9-1) is the master menu for ASAT. The Power Panel is a window with two sections: The left side with gray background displays tab folders, which represent each of the major functional Modules of ASAT. The right side with white background displays menu choices corresponding to the tab selected on the left. The **Systems Admin** tab displays ONLY for users with System Administration access rights.

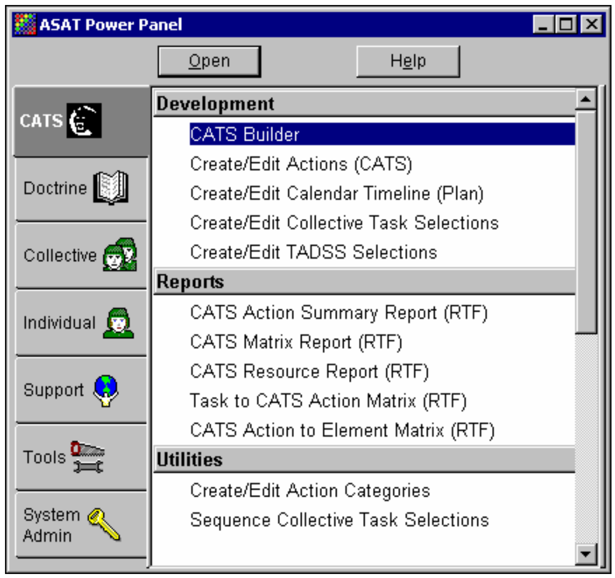


Figure 9-1: ASAT Power Panel

- **Selecting an ASAT Module**

To select an ASAT Module, click on one of the Module tabs on the left side of the Power Panel window. When a Module is selected, the Module tab turns dark and displays the menu choices accessible for that Module on the right side. The menu choices available within a Module tab are grouped into categories.

Note: *The previous window shows the* ***CATS*** *Module as the focus for selection.*

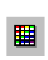
If a vertical scroll bar displays on the right side of the Power Panel, click on the vertical scrollbar down-arrow to display additional menu choices.

- **Selecting a Menu Option**

Click once to highlight the menu option then click the **Open** button, or double-click on the highlighted menu option.

Note: *If a user is not given access rights to an ASAT Module, the menu option area will be blank.*

- **Accessing the Power Panel**

The **Power Panel** toolbar button  is available on every window in ASAT and can be used to return to the Power Panel from another window. Selecting the **File** menu and choosing Power Panel also accesses the **Power Panel**.

9.1.2 Quick Access

This window allows the user to quickly access a task or product without having to go through the Power Panel and grid window (spreadsheet). Quick Access is accessible from all ASAT windows by selecting the **File** menu and then choosing **Quick Access** or by clicking the **Quick Access** toolbar button.

The radio buttons on the left part of the window identify which type of information is displayed in the list on the right part of the window. The list displays the IDs of the last ten Tasks, Lessons, or Products edited by the user. Whenever a Task or Product is edited on the grid or called up in a tab folder view; the ID of that task or product is moved to the top of the most recently edited list.

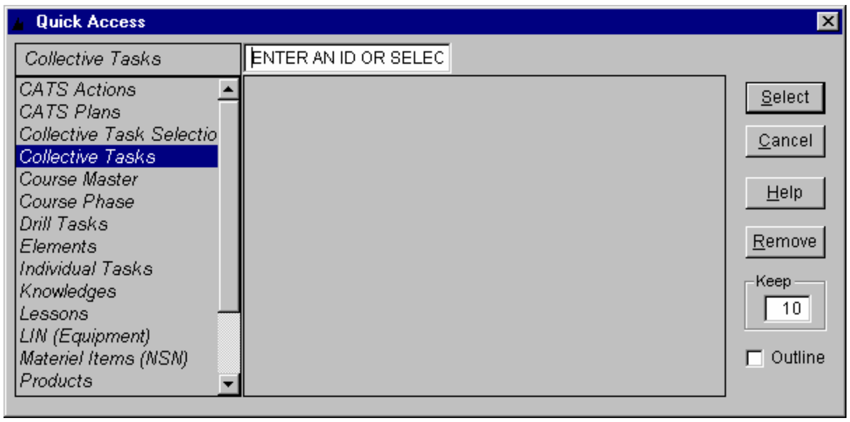


Figure 9-2: Quick Access Window

> ***Note:*** *By default, Quick Access goes to the tab folder for the selected ID. To bypass the tab folders and to go directly to the Outline Editor for a selected task, or product; click in the box to the left of the word* ***Outline*** *in the lower right hand corner of the window before clicking on the* ***Select*** *button.*

- **Choosing Select From**

Click on the radio-button to select the type of ID. If the user has edited an item of the type indicated, IDs will be listed in the lower right-hand box. If the lower right-hand box is empty, the user has not edited any items of the type selected.

- **Selecting an ID**

The entry in the upper right-hand box is the selected ID. The first ID listed (last thing edited) is the default selection in the upper right-hand box.

The user may select an ID from the current list by clicking on it and clicking the **Select** button or pressing **Enter**, or by double-clicking on the task or product ID.

If the desired ID is not on the list or no IDs are listed, enter the ID in the upper right-hand box and click the **Select** button. If the ID exists in the ASAT database for the type of information, task, or product, data is retrieved into a tab folder edit window.

If the ID is not found and the user has the appropriate security privileges, the ID can be added as a proposed task or product.

- **Quick Access Window Button Functions**

Button	Description
Select	Advance to the tab folder view of the highlighted or entered ID.
Cancel	Return to the previous screen.
Help	Display help for the current window.
Remove	Remove the highlighted ID from the Quick Access list.
Keep	Determines how many records the Quick Access list keeps. The default is ten items.

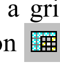
9.2 Filters

Filter windows are provided in ASAT where applicable for the following purposes:

- For convenience when editing data. Smaller sets of data are more manageable.
- To limit the amount of data retrieved from the database server. ASAT and the network will perform better with smaller amounts of data.
- For convenience when linking data. The filters can limit the data to the specific set of records that are going to be linked.

- **Accessing Filters**

A hierarchical tree filter format is used throughout ASAT to filter collective tasks, individual tasks, drill tasks, lesson plans, and products.

These filters may also be retrieved while on a grid without going back to the Power Panel in two ways: by choosing the **Filter By Linked Data** toolbar button  at the top of the screen or by choosing the **View** menu and then by selecting the **Filter By** option, shown in Figure 9-3. Click on **Linked Data** to re-display the tree filter while on a grid of tasks or products.

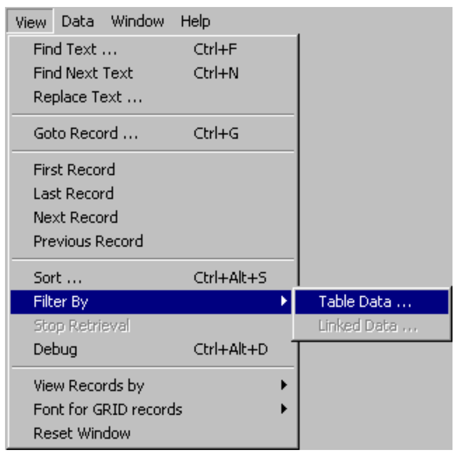


Figure 9-3: View Menu

- **Hierarchical Tree Filter**

A hierarchical tree format is used for filtering potentially large lists of collective tasks, individual tasks, drill tasks, lesson plans, products, and other ASAT data to facilitate searching and speed up performance.

These filters are presented in a hierarchical tree format, as shown on the following Collective Task Filter (Figure 9-4), with each branch representing a different type of related data.

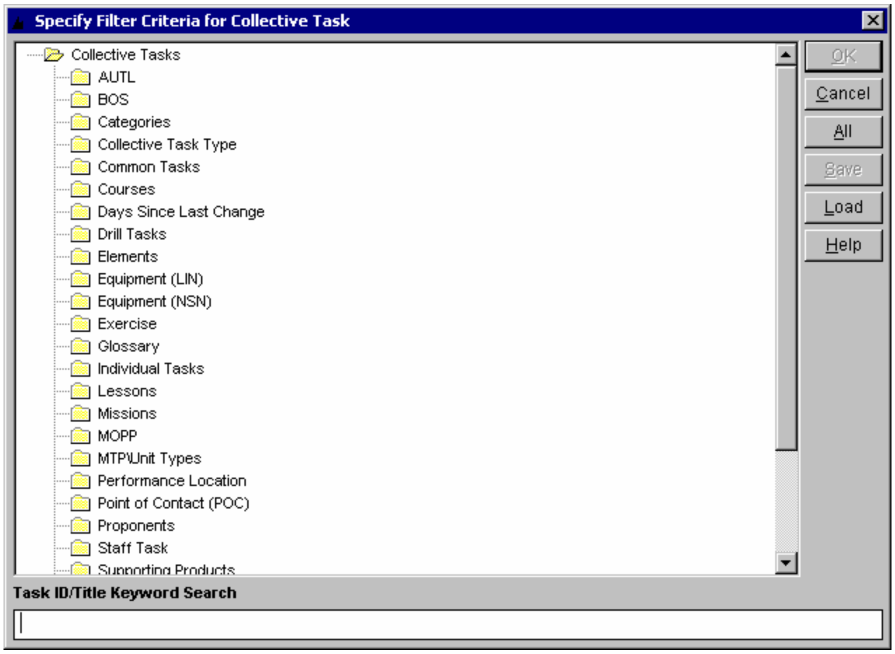


Figure 9-4: Filter Screen

Branches can be expanded to show a list of data that can be selected as retrieval criteria by double-clicking on the desired folder.

Note: *A* ***No Links*** *and* ***Any Links*** *filter option is available for every filter that corresponds with a linked tab. This allows you to quickly identify records that do or do not have specific types of linked data. The* ***Any Links*** *selection displays records for which a link has been made. The* ***No Links*** *selection displays records for which no links have been made.*

Once the branch is expanded, select the retrieval criteria by single clicking on the folder preceding the desired selection. A checkmark will display in the folder indicating selection. To deselect, single click in the folder and the checkmark will disappear.

As shown in Figure 9-5, the user has double-clicked on the ***MTP\Unit Types*** *folder to display the options available.*

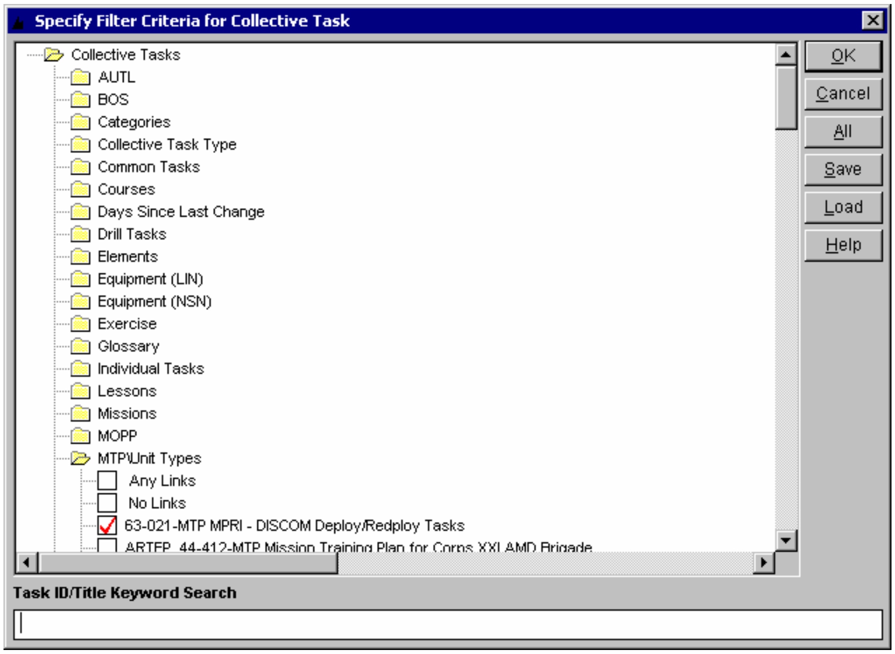


Figure 9-5: Filter Screen – Folder Selected View

- **Keyword Search**

A keyword search of the ID and the title of the database records are available at the bottom of the *Filter Criteria* screen. It is especially useful for searching task titles. To search, enter the desired text in the field and click the **OK** button. The keyword search can be used alone or in combination with the tree filter. It is not case sensitive. (See "Rules on Multiple Filter Criteria Selections" in this section.)

- **Keyword Search Expression Syntax:**

The following special characters can be used to build a keyword search expression.

&	AND operator
|	OR operator
*	Multiple-character wildcard
?	Single-character wildcard

Search Expression	Result
Fire	Matches data similar to fire, misfire, fires.
att*	Matches data similar to attack, attaché.
Hostile&nuclear	Matches data containing both hostile and nuclear such as "Prepare for a hostile nuclear attack."
hostile|friendly&nuclear	Matches data containing either hostile or friendly and nuclear such as "Prepare for a hostile nuclear attack" or "Prepare for a friendly nuclear attack."
hostile|friendly	Matches data containing either hostile or friendly, such as "Prepare for a hostile nuclear attack" and "Prepare for a friendly nuclear attack."
hostile&att*	Matches data containing both hostile and words containing att such as "Prepare for a hostile nuclear attack."

- **Rules on Multiple Filter Criteria Selections:**

1. All check-box selections made within a branch of the tree will retrieve information from the database if it is linked to ANY of the selected branch items.
2. Filter criteria selected in multiple branches (such as Missions and MTP/Unit Types shown in the previous screen) are always applied using an AND criteria. Data will be returned from the database only if data is linked to at least one of the records selected from each of the branches. In other words, in the previous example, for a collective task to be returned from the database it would have to have a link to the “Coordinate Fire Support” mission AND at least have a link to one of the MTP/Unit types checked under the MTP/Unit type branch.
3. The **Keyword Search** field is treated as an additional branch of the tree. If a keyword search text expression is entered, data will be returned from the database only if the data matches the search expression and is also linked to some of the selected data from other branches of the tree.

> ***CAUTION:*** *Tree filter windows, used appropriately, can save significant time by quickly locating the desired data. However an extremely complex set of filter criteria may actually take more time to return data than simply loading an unfiltered list.*

- **Filter Criteria Window Button Functions**

Button	Description
OK	Apply the currently selected filter criteria to the database.
Cancel	Return to the previous screen.
All	Display all available records on the grid.
Save	Display the *Specify Filter Name* window for saving the filter for retrieval.
Load	Display the *Available Filters* window listing all previously saved retrieval criteria listed by user-defined filter name.
Help	Display help for the current window.

- **Saving a Filter for later use**

ASAT provides the capability to save a filter definition for later use. Generally, a user works on the same set of data or retrieves the same type of data for linking purposes. This set of data might be records tied to a given status, product type, occupation specialty, etc. A saved filter frees the user from having to enter the same filter definition repeatedly.

Once the filter criteria has been chosen, click the **Save** button on the filter window to bring up the *Specify Filter Name* window (Figure 9-6).

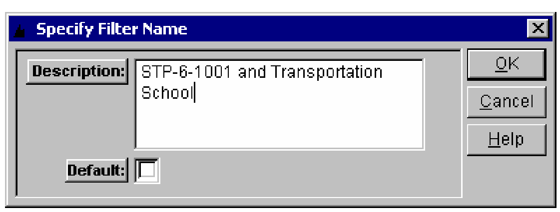


Figure 9-6: Specify Filter Name Screen

Enter a user-defined name for the filter in the **Description** block. Click in the **Default** box if this is the default saved filter for this type of filter window. ***Note:*** An ASAT user can define and save an unlimited number of filters for each type of filter window. Only one default filter can be created for each type of filter window/user ID combination.

> ***Important Note:*** *If a filter is saved as the default filter and the selection criteria results in no matches being found, and the grid is exited without first reselecting criteria using the* ***View - Filter By*** *menu option, the next time the grid is entered, no records will display on the grid.*
>
> ***Fix by:*** *While on the empty grid, select* ***View*** *from the menu then choose* ***Filter By Linked Data*** *option and follow procedures in* ***Loading a Previously Defined Filter*** *described as follows to retrieve, delete, change, and select new retrieval criteria for the default filter.*

- **Loading a Previously Defined Filter**

If a filter has been saved using the **Save** button on the filter screen, it can be retrieved using the **Load** button. The *Available Filters* window (Figure 9-7) will display, by user-defined name, a list of previously saved filter criteria.

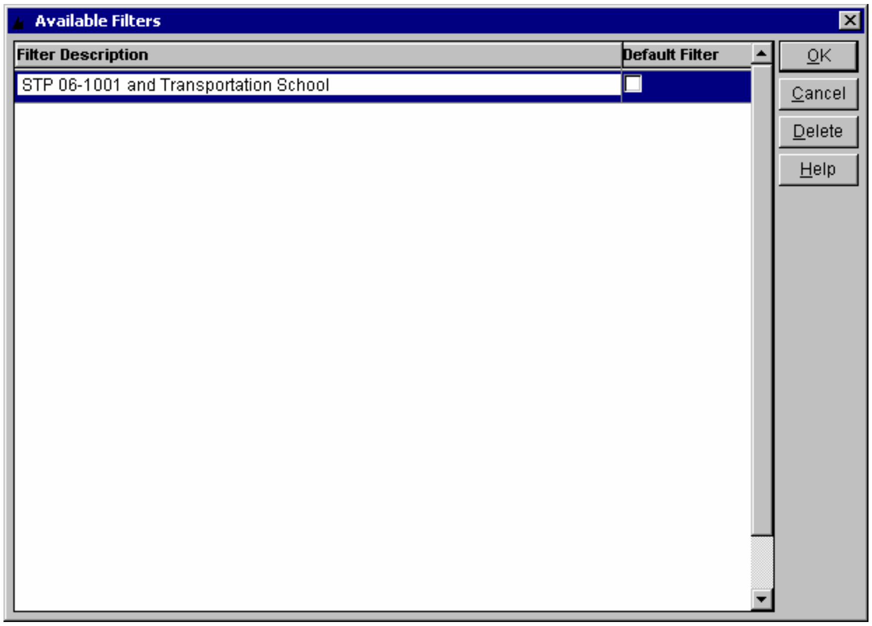


Figure 9-7: Available Filters Window

Click on the desired filter description to make a selection. The check-box field indicates the current default filter (see the following default filter paragraph description below.) Next, click the **OK** button. This will return you to the *Filter Criteria* window. ***Note:*** You *must* click on the **OK** button on the *Filter Criteria* window to activate the filter selected on the *Available Filters* window. Only one default filter can be created for each type of filter window/user ID combination.

- **Available Filters Window Button Functions**

Button	Description
OK	Select the currently highlighted filter name and return to the *Filter Criteria* window to activate. (Must click **OK** button on this screen to activate the filter.)
Cancel	Return to the previous screen.
Delete	Delete the highlighted filter from the list.
Help	Display help for the current window.

- **Default Filter**

If a filter is saved with the **Default** field checked, then that filter is said to be the *default* filter for the current user for this type of filter window. When the user opens a window that requires filtering of the data, the default filter (if defined) will be automatically applied without going to the filter window. Only one default filter can be created for each type of filter window/user ID combination.

- **Copy Save Filters to Users**

A **Copy Saved Filter to Users** option is available by selecting **Copy Saved Filters** from the Power Panel, **Tools** Module. This option permits users to copy a previously saved filter to another user's profile allowing users to share/exchange filters without having to reload or setup a new filter definition. Refer to section 8.3 for complete details on this feature.

9.3 Grids

Selecting most options from the Power Panel results in the data for that option being displayed in a grid data view. This view, shown in Figure 9-8, is similar to a spreadsheet in that data is displayed in rows and columns with separating grid lines.

Many grids allow the user to pre-filter the records before displaying due to the potentially large number of rows or records that may be retrieved. See section 9.2, Filters.

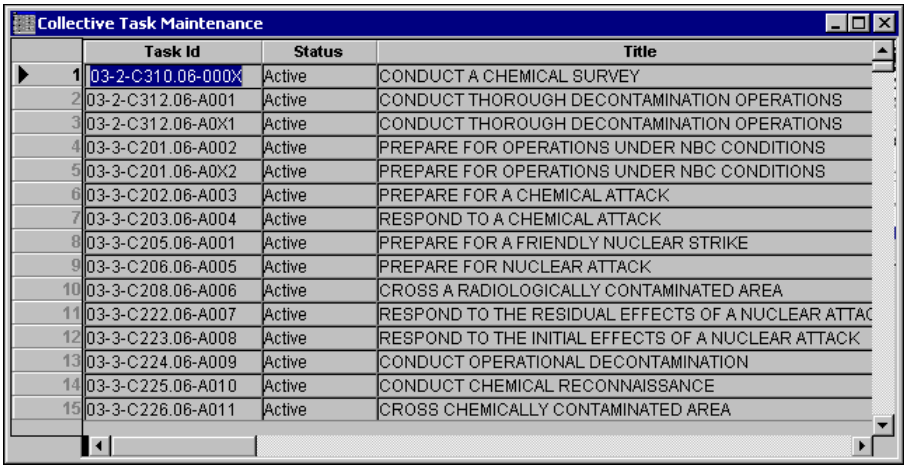


Figure 9-8: Grid Screen

Selecting the **View** menu and then choosing the **View Record By** option allows the user to alter how the data is viewed for the current grid. A grid/detail view is shown in Figure 9-9:

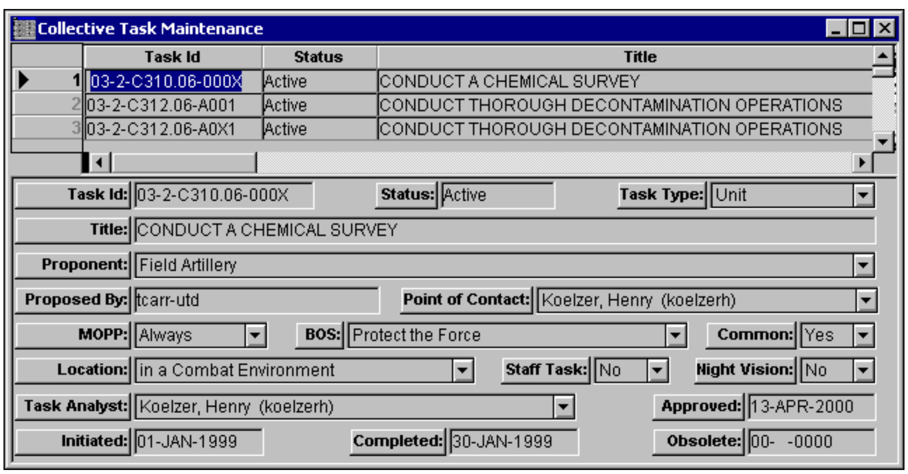


Figure 9-9: Grid/Detail View Screen

The top portion of the window is a standard grid view; the bottom portion is a view of fields for the current record-only in a detail style. This allows the user to view all the data for the current record without having to scroll the window left and right.

- **Data Accessible From the Grid**

Each row is a record, while the columns consist of the fields visible for that record. Depending on the type of data being viewed, some fields will not be visible from the grid, for example, linked data (e.g., related tasks, supporting products, glossary terms) and block data (e.g., task conditions and standards and Field manual Proponent Statement.) However, they can be viewed in the Tab Folder view by selecting the **Data** menu and then by choosing **Related Data** option. Details can also be accessed by clicking the **Related Data** toolbar button or by double-clicking in the row number column of the record. Although not visible on the grid, information entered using the **Outline Editor** (tasks steps or field manual paragraphs) is accessible by choosing the **Data** menu and clicking the **Outline Editor** option or by clicking on the **Outline Editor** toolbar button .

- **Functions Performed on the Grid**

Data in grids or the detail portion of the grid/detail view is normally read-only, signified by the black on gray color of all the column data. With the appropriate access rights, records may be edited, added, copied, or deleted from the grid.

> ***Note:*** *Official Army data entered in any of the ASAT tables cannot be edited. These records contain a tag next to them to indicate that the record contains official data.*

To edit a record, make the row that is to be edited the current record by clicking in a field for that row or clicking the row number for that row. Then select the **Data** menu and choose **Edit Record** or click the **Edit** toolbar button . The column data that can be edited for the selected row will change to black on white. The user may now edit the column data, using **[Tab]** or **[Shift-Tab]** key to move between columns; however, the user cannot edit some columns at all. For example, information on the last time that a record was changed is displayed; however, the system updates this information after an edit, and the user cannot modify it. In addition, official Army data entered in the ASAT tables cannot be edited.

> ***Note:*** *Tabbing off the first or last column will cause the current row to change, canceling the edit mode and prompting the user to save any changes made to the row.*

To add a record, choose the **Data** menu and select the **Insert Record** option or click on the **Insert Record** toolbar button . A new row will display in white on the grid. Data may be entered either on the grid or in the detail view if available.

To delete a record, choose the **Data** menu and select the **Delete Record** option or click on the **Delete Record** toolbar button .

- **Features of a Grid**

All grids have vertical and horizontal scrollbars, as the data displayed requires. The row numbers on a grid never scroll off the window and the row with the right arrow ‣ is the current row.

- **Reordering and Resizing Columns**

To reorder the columns, click and hold the column heading of the column to move, then drag it left or right as desired. The columns will not scroll to the left or right automatically when moving a column past the edges of the window.

To resize a column, position the mouse on the grid line to the right of the column heading. The cursor will change from an arrow to a bar and horizontal arrow cursor. Click and hold the grid line and drag it to the right or left to make the column larger or smaller, respectively. The columns will not scroll to the left automatically when resizing a column past the right edge of the window. A column can be effectively removed from a grid by moving the right grid line past the left grid line for a column.

> ***Note:*** *The right-most column cannot be made larger without moving it to an internal position first.*

- **Quick Sorting a Grid**

Users can sort a grid on any one column by double-clicking on the column heading at the top of the column. This provides quick, one column sort. More sophisticated sorting is provided by selecting the **View** menu and choosing the **Sort** option or by selecting the **Sort** toolbar button . See section 9.3.1.3, *Grid View Menu*, for details.

- **Go To Record**

The **Go To** option is primarily used to move around in large grid lists. It is accessed by selecting the **View** menu and choosing the **Goto** option.

Figure 9-10: GoTo Record Window

This option allows the user to specify the exact row number, as noted in the left-most column of the grid, to make it the current row. The user can move to that record without having to scroll through all the records by typing in the record number and clicking **OK**. This option allows the user to move around in large grid lists.

9.3.1 Grid Menu Options

The grid menu bar includes standard Windows menu options: **File**, **Edit**, **View**, **Data**, **Window**, and **Help**. The **File**, **Edit**, **View**, and **Data** menu options are discussed below. Menu option hot keys and toolbar buttons are identified where applicable.

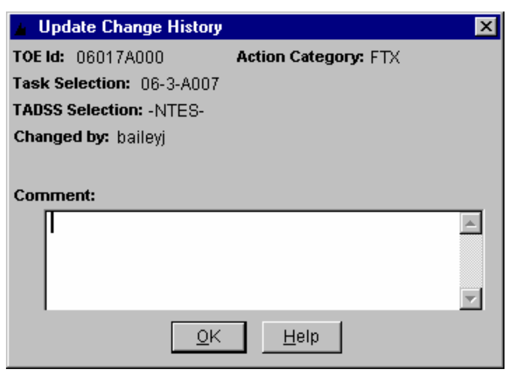
> ***Note:*** *Activated options under each menu may vary depending on the access rights of the user and the type of grid being used.*

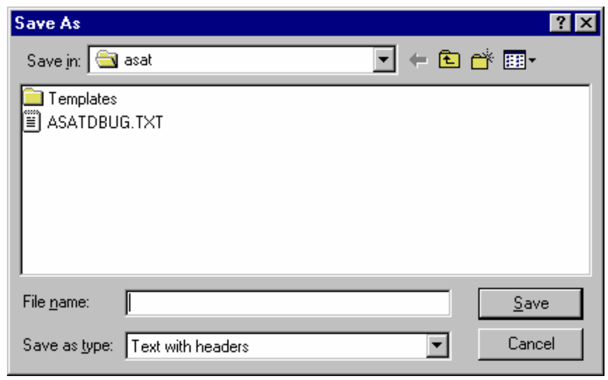
9.3.1.1 Grid File Menu

The following options are available from the **File** menu, shown in Figure 9-11.

Figure 9-11: File Menu

Option	Description
Power Panel	Accesses the ASAT Power Panel providing access to all the functionality of ASAT. See section 9.1 for details on this function.
Quick Access	Accesses the **Quick Access** option. See section 9.1 for details on this option.

Option	Description
Preferences	This option is used to customize general ASAT features and outline editor functions. The following options are available for the general options portion of the submenu. Refer to the local preferences section under section 9.5.1.2 for the outline editor submenu functions.
	Show Close ASAT Prompt: If this check-box is checked, the close ASAT prompt appears after selecting the **Exit** toolbar button or menu option. This prompt allows the user to select to close the ASAT application. Any data that has been altered will result in **Save** prompts being displayed.
	Require Change History Text: If this check-box is checked, the *Change History* window appears when you choose to save, update, or exit after making entries/modifications to a record. This window allows you to enter a summary/history audit trail for a task. Click the **OK** button when entry at the *Change History* window is complete. ***Note:*** All comments made in reference to the record can be viewed through the **View/Change History** menu bar option.
	Allow Regular Expressions in Searches: If this check-box is checked, the following characters are not allowed in the **Find/Search** string: ? * { [@ < > & |. These characters have special meaning to the Regular Expression evaluator. This function is currently disabled.
	Save Window Sizes: If this check-box is checked, you will be allowed to save a customized window size setting. This function is currently disabled.
	Autosave?: If this check-box is checked, data will automatically be saved at the specified time interval entered in the **Interval:** minutes box.
	View Feedback at Login: If this check-box is checked, the *View Feedback* window will first appear when you login to ASAT. This window allows you to view comments made to all tasks or products.
	Maximum Items on MRU List: Indicates the number of items listed on the Most Recently Used list.
Close	Closes the window within ASAT that is currently open. **[Ctrl+F4]**.
Save/Update Database	Saves the changes made to the data in the current tab folder. This includes all related information such as the **Outline Editor** and drill-down tab folders. This does not close the window. **[Ctrl+S]**. After saving the data, a *Change History* window will display to allow the user to enter a summary/history audit trail on the task. Click **OK** when done.  **Figure 9-12: Update Change History Window** Periodic saving of your work is essential while using ASAT. There is a maximum time period of 240 minutes (4 hours) of database inactivity before ASAT's database server disconnects the user. This means that if you open ASAT and do not make any entries or save your work, the database connection will close. If you have exceeded the 240 minutes and have had no database activity, you now must reactivate ASAT. To do

Option	Description
	that you do not have to close ASAT, but you must close all windows without saving any information until you have returned to the Power Panel. While the user is in the RTF Edit window, it is best to routinely close the windows approximately every 15 - 30 minutes, and answer *Yes* if prompted to *Save* changes. It is suggested that this procedure be used for all tab folder windows as well. ***Note:*** *Data may automatically be saved at a specified time interval by selecting the* ***File*** *menu and choosing the* ***Preferences*** *option. Check the* ***AutoSave*** *check-box and enter an Interval number in the minutes box. See* ***File Menu /Preferences/Autosave*** *option for details.*
Save as…	Allows the user to save ASAT information to an external file. Once selected, a Save As window will appear.  **Figure 9-13: Save As Window** Select the file format from the **Save as type** drop-down list. The available selections are listed below: *CSV* – Comma Separated Values *dBase2* – dBASE-II format *dBase3* – dBASE-III format *DIF* – Data Interchange Format *Excel* – MS Excel format *Excel5* – MS Excel 5 format *HTML Table* – Text with HTML formatting to approximate a datawindow *PSReport* – Powersoft Report (PSR) format *SQLInsert* – SQL syntax *SYLK* – Microsoft Multiplan format *Text* – Tab-separated columns with a return at the end of each row (default) *WKS* – Lotus 1-2-3 format *WK1* – Lotus 1-2-3 format *WMF* – Windows Metafile format
Refresh	Retrieves the most current records from the database. The following menu selections are available:  **All Window Data** retrieves information for the entire window, **Current Record** retrieves information for the current record being edited, and **Picklists** retrieves information for the current picklist tab.
Rollback	Discards any changes made to the current record since the beginning of the edit or the last save, whichever happened last.
Attach To	Allows the user to switch the current database to another ASAT database.
Export	Allows the user to export data. Used in the **Collective**, **Individual**, and **Drill** Modules to export task or product information. Used in the **Doctrine** Module to export publications or comments.

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Print</td><td>
Displays further print options for specific records as shown below: [Ctrl+P]

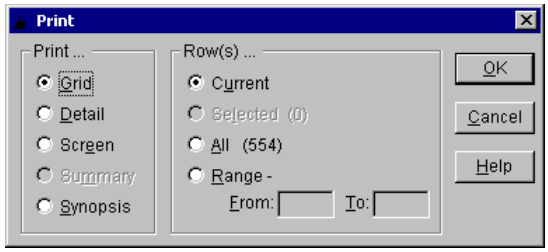


Figure 9-14: Print Window

Grid: Prints all the rows and columns of the grid. It results in a wide and long report requiring pages to be pasted together.
Detail: Prints the detail form of data.
Screen: Prints everything you can see on the screen.

The remaining items are not activated for the Doctrine Module.
Summary: Prints data in the standard task format.
Synopsis: Prints a summary of all linked data for a selected record.
Row(s):
Current: Prints the data for a single highlighted row.
Selected: Prints the data for highlighted selected rows. The number of rows selected appears in parenthesis next to the title.
All: Prints all rows. The number of grid rows on the window appears in parenthesis next to the title.
Range: Prints a range selection of rows (enter the range in the From and To boxes.)
</td></tr>
<tr><td>Print Screen</td><td>Allows the user to print the currently displayed screen. [Alt+P]</td></tr>
<tr><td>Print Preview</td><td>Not currently activated.</td></tr>
<tr><td>Printer Setup</td><td>Allows users to setup their local printer.</td></tr>
<tr><td>Exit</td><td>Terminates ASAT, closing the database. Any data, which has been altered, will result in Save prompts being displayed. [Alt+F4]</td></tr>
</table>

9.3.1.2 Grid Edit Menu

The **Edit** menu (Figure 9-15) provides text and clipboard support to ASAT. The Windows clipboard can be used to transfer text information between different ASAT windows or between ASAT and other applications.

Figure 9-15: Edit Menu

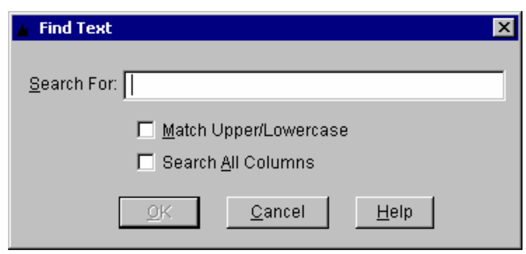
Option	Description
Undo	Reverses the last text operation the user performed. Only simple, single level undo is currently implemented. **[Ctrl+Z]**
Cut	Cuts or moves the currently selected text from the current window to the Windows clipboard. **[Ctrl+X]**
Copy	Copies the currently selected text from the current window to the Windows clipboard. **[Ctrl+C]**
Paste	Inserts a copy of the text in the Windows clipboard into the current window at the current insertion point or cursor position. **[Ctrl+V]**

Option	Description
Clear	Functions in one of two ways: If any text is selected in the current field, that text is deleted. If no text is selected, the entire field text is deleted.
Select All	This option selects all the text in the current row of the current window. **[Ctrl+A]**

9.3.1.3 Grid View Menu

The user can use the **[Up Arrow]**, **[Down Arrow]**, or **[Tab]** keys to move from row to row in the grid. The **View** menu (Figure 9-16) provides the user with more versatile ways to move around on the current grid view and ways of limiting the data viewed or how it is viewed in the grid. These include searching, sorting, and filtering the data, as well as determining the method of presentation.

Figure 9-16: View Menu

Option	Description
Find Text	Allows the user to search the current column or all columns in the entire grid for a word or phrase. The search will begin in the row and column containing the insertion point (cursor) and continue to the end of the grid rows. **[Ctrl+F]**  **Figure 9-17: Find Text Window** If the search was initiated from anywhere but the first row, the user will be prompted to continue from the beginning, where it will continue to the point at which the search was initiated. Searches may be case sensitive if the **Match Upper/Lower Case** check-box is checked. The **Search All Columns** check-box will cause the search to proceed through every editable column on every row. This causes searches to take considerably longer. A long search and replace may be terminated while processing by pressing the **[Pause]** key on your keyboard.
Find Next Text	Finds the next occurrence of the text specified by the last Find Text. ***Note:*** A long search may be terminated while it is in process by pressing the **[Pause]** key on your keyboard. **[Ctrl+N]**

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Replace Text</td><td>
Allows the user to search for a word or phrase and replace it with some other text.

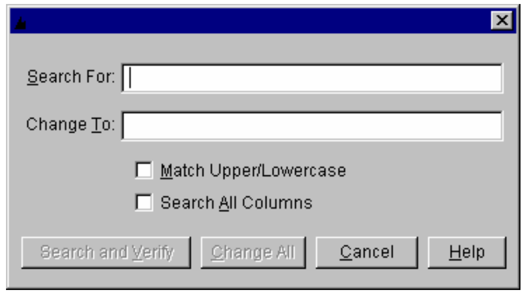


Figure 9-18: Replace Text Window

After specifying the text to search for and the text to replace it with, the user may select to replace all instances of the search string or to prompt for replacement for each instance found.

The **Replace Text** option functions in the same manner as the **Find Text** option. Searches may be case sensitive if the **Match Upper/Lower Case** check-box is checked. The **Search All Columns** check-box will cause the search to proceed through every editable column on every row. A long search and replace may be terminated while processing by pressing the **[Pause]** key on your keyboard.
</td></tr>
<tr><td>Go to Record</td><td>
Allows the user to specify the exact row number, as noted in the left-most column of the grid, to make the current row. Row numbers are relative; inserting, deleting, sorting, and filtering data will all affect which row number a specific record gets. This option allows the user to jump around in large lists. **[Ctrl+G]**

Figure 9-19: GoTo Record
</td></tr>
<tr><td>First Record</td><td>Makes the first row on the grid the current row.</td></tr>
<tr><td>Last Record</td><td>Makes the last row on the grid the current row.</td></tr>
<tr><td>Next Record</td><td>Makes the next row on the grid the current row.</td></tr>
<tr><td>Previous Record</td><td>Makes the previous row on the grid the current row.</td></tr>
<tr><td>Sort</td><td>
Sorts the grid according to a user specified criteria. **[Ctrl+Alt+S]**. The current sort is displayed as shown below. The grid may be sorted on up to five fields.

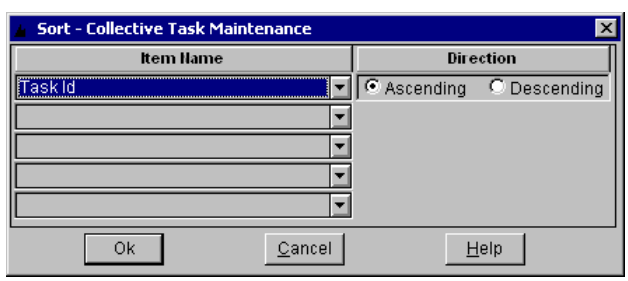


Figure 9-20: Sort Window

Click on the down-arrow button to display the available fields in a drop-down box. Click on the desired field to select.
</td></tr>
<tr><td>Filter By Table Data</td><td>This sub-menu function is used to filter data on the current grid using arithmetic and logical expressions. The following window appears when selected.</td></tr>
</table>

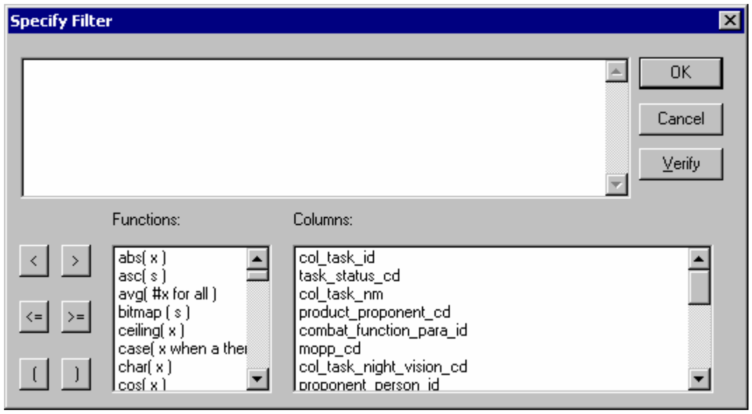


Figure 9-21: Filter By Table Data Window

Filtering rows

You can limit which rows are displayed by defining a filter. A filter is like a selection criteria with one important difference; the selection criteria limit the rows that are retrieved from the database. Filters specify which of the retrieved rows are displayed.

Procedures:

1. Select the **View** menu and then choose the **Filter By Table Data** option or select the **Filter By** shortcut button . The **Specify Filter** dialog box displays.
2. Enter a Boolean expression, (key phrase), that Power Builder will test against each row. If the expression evaluates to TRUE, the row will be displayed. You can paste Power Script functions, columns, and operators in the expression from the functions and columns portion of the window.

Example:

For example, to view-only employees whose salary is greater than $60,000, specify this filter: salary > 60000.

To view-only active employees (employees whose status is "A"), specify the following filter. The "A" is in quotes because Status is a string column. status = "A"

1. To check to see if the entry is an approved expression, click the **Verify** button.
2. Click **OK**. The program filters the data. Only rows meeting the filter criteria are displayed.

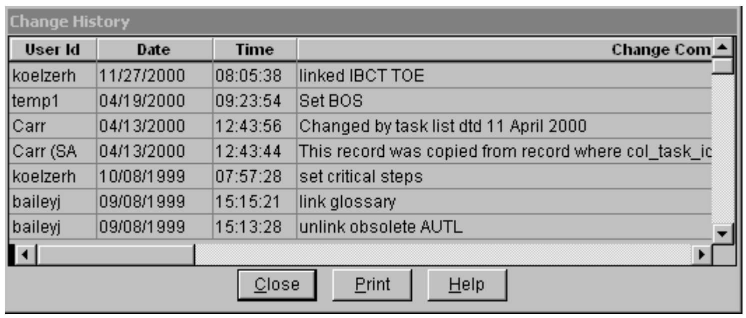
To remove the filter:

1. Select the **View** menu and then choose the **Filter By - Table Data** option or select the **Filter By** shortcut button . The **Specify Filter** dialog box displays, showing the current filter.
2. Highlight the expression and press the **[Delete]** key to delete the expression. Click **OK** when done.

Filtered rows and updates:

Filtered rows are updated when you update the database.

Option	Description
Filter By Linked Data	This selection allows the user to limit the amount of data retrieved from the database server. This option is described in detail in section 9.2, Filters.
Stop Retrieval	Will stop long data retrievals. ***CAUTION:*** *All records meeting the filter criteria will not be displayed.*
Debug	Opens the *Debug* window. Use this option only on the direction of an ASAT support person. **[Ctrl+Alt+D]**

Option	Description
View Records by	Allows the user to view the grid data in different ways. Selecting **Grid** will display the data in a grid-only presentation. This allows the user to see numerous records. Selecting **Detail** will display the data for the selected record only in a detail only presentation.
Font for GRID Records	Allows the user to change the pitch of the font used for displaying data in the grid. Selecting **Larger** makes the font 1 point larger. Selecting **Smaller** makes the font 1 point smaller.
Reset Window	Resets the grid view to its original appearance.
Change History	Allows ASAT users to view changes made for a selected record and to view when records have been copied or when new records have been inserted. The option provides details on who made the change, insertion, or copy including the time, date, and any comments made. In addition, a user's e-mail, phone, FAX number, and address will appear if that information has been previously added to the personnel table in the **Support** Module.  **Figure 9-22: Change History Window**
View All Feedback	Allows the user to view any feedback comments that have been entered for a record via the **Data** menu, **Add Feedback** option. Not used by the **Doctrine** Module.

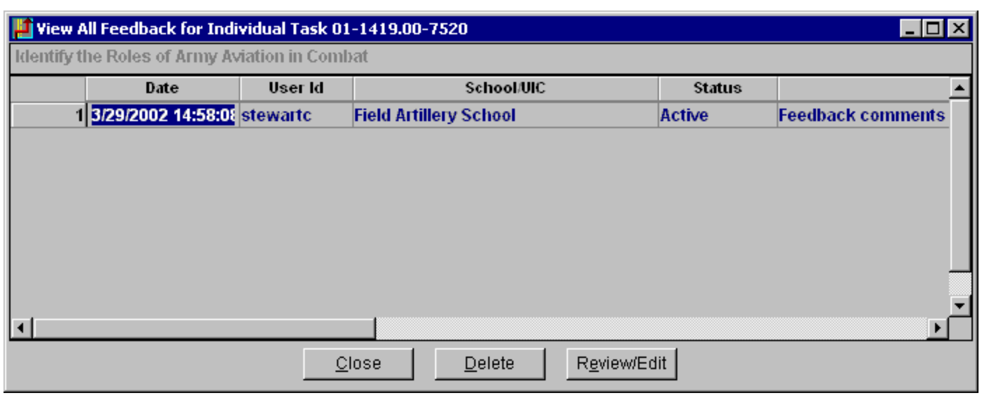


Figure 9-23: View All Feedback Window

9.3.1.4 Grid Data Menu

The **Data** menu (Figure 9-24) provides the user the ability to change the composition of the database by adding, copying, editing, or deleting records if allowable by user access rights. Linked and related data and the Outline Editor can be accessed from this menu.

Figure 9-24: Data Menu

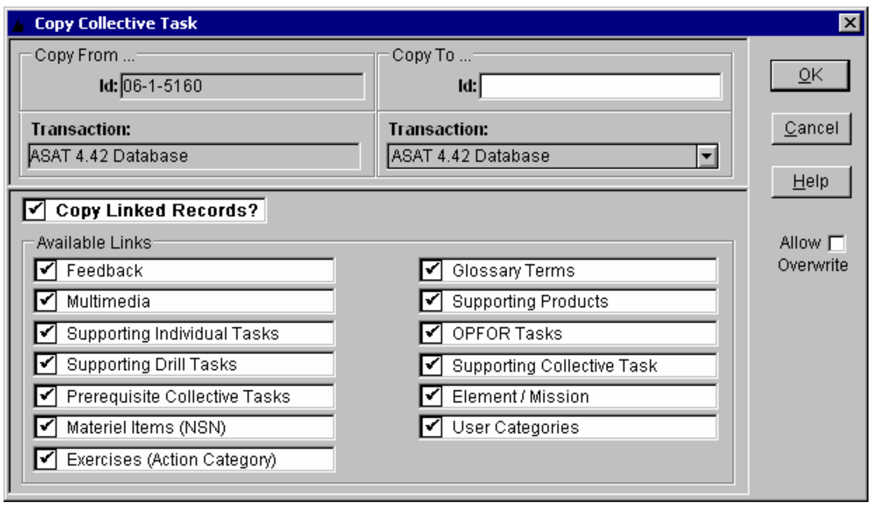
<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Insert Record</td><td>Allows the user to insert a new record into the grid. The new record is then placed in edit mode. [Ctrl+Ins]</td></tr>
<tr><td>Edit Record</td><td>Places the record in the current row in edit mode. [Ctrl+E]</td></tr>
<tr><td>Delete Record</td><td>Allows the user to delete the data in the current row. [Ctrl+Del]</td></tr>
<tr><td>Copy Record</td><td>Provides a facility for copying a record to a new record.


Figure 9-25: Copy Record Window
Note: The Task ID for the new record must be different than the task ID for the current record.
For collective, drill, and individual tasks any record copied will have a status of Proposed. For most copy functions, the copy linked records check-box is checked by default indicating that all existing links are to be included. Click the check off of the box to copy a record without the existing links or to choose individual links from the selection boxes. If data is not listed as a linked item, it is part of the core record and is copied automatically.</td></tr>
<tr><td>Select/Deselect Record</td><td>Allows the user to select a record or deselect a selected record. It may be used to select multiple records before performing functions such as deleting. Click in the ID field before selecting a record with this menu option.</td></tr>
<tr><td>Spell Check</td><td>Spell checks the current record. The record must be in the edit mode to activate Spell Check.</td></tr>
</table>

Option	Description
Related Data	 Accesses a tab folder with additional information for the current row or record.
Outline Editor	 Provides access to the **Outline Editor** for entry or viewing of Field Manual chapters and paragraphs or task steps.
Modify Record Edit Mode	Allows the user to edit records. The following menu appears:  Selecting **All records** places all records on the grid in edit mode. Multiple records may be edited before changes are saved. To edit in the **Single record** mode, select the **Data** menu and then choose the **Edit Record** option or click on the **Edit** toolbar icon.
Add/Edit Feedback	Allows the user to provide and to review feedback comments about a task. If you are not the proponent of the comments, you will be in the review mode and will not be allowed to edit the comments. Comments can be viewed at this screen or by choosing the **View** menu and selecting the **View All Feedback** option on the grid. The **Doctrine** Module does not use this option.

Note: *ASAT now allows for multiple comments to any task, product, or action by the same user. All comments made at this window can be viewed by selecting **View** from the **File** menu and choosing the **View All Feedback** option. This window will display the **Date**, **User ID**, **School UIC**, and **Comment**. In addition, a user's e-mail address, phone, extension, and DSN will appear if that information has been previously added to the personnel table in ASAT. To view that information, scroll to the right of the screen.*

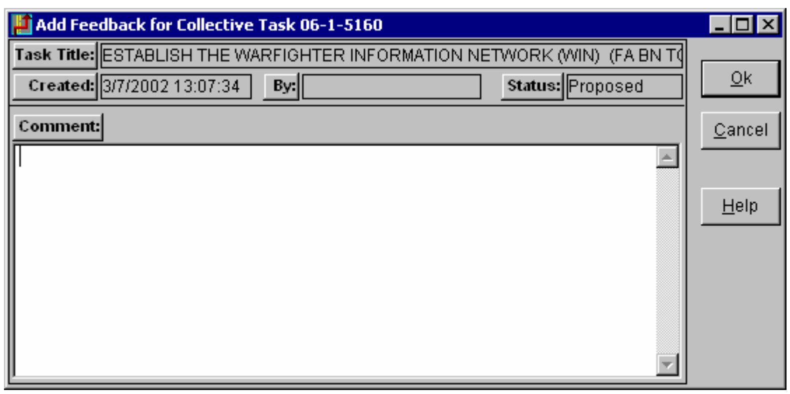


Figure 9-26: Add Feedback Window

9.3.1.5 Grid Window Menu

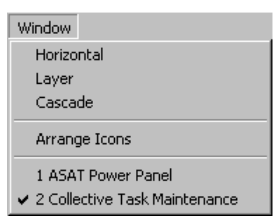


Figure 9-27: Windows Menu

The **Window** menu (Figure 9-27) is provided to give the user a quick way to arrange icons and windows on their desktop and move between open windows. Toolbar information is also maintained under the **Window** menu.

Option	Description
Horizontal	This option tiles all open windows by stacking them on next to each other. Each window is as tall as the available workspace, but is as narrow as required to display all the open windows. Tiling open windows allows you to see the contents of more than one window at once, given the available workspace.

Layer	This option arranges all open windows so that each window consumes the entire workspace of the ASAT frame.
Cascade	This option arranges all open windows so that the title bar of each open window is visible.
Arrange Icons	This option arranges the icons of minimized windows along the bottom of the ASAT frame.

9.3.1.6 Grid Help Menu

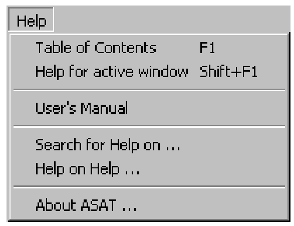


Figure 9-28: Help Menu

The **Help** menu (Figure 9-28) is provided to give the user assistance in using ASAT 4.42 in general.

Option	Description
Table of Contents	Provides access to the Help table of contents which includes topics such as General ASAT Information, Frequently Asked Questions, New Features, etc., and links to lead-in topics for each of the Modules of ASAT.
Help for active window	Displays help for the current window **[Shift +F1]**.
User's Manual	Displays the ASAT User's Manual. This feature is enabled after a copy of the ASAT User Manual is downloaded from the ASAT Website. Check with your System Administrator if this feature is not activated on your PC.
Search for Help on	Displays the ASAT Help Index with a list of help topics arranged alphabetically by keywords.
Help on Help	Provides access to the Windows help file.
About ASAT	Displays a window identifying the ASAT Release Number, the Database Version, and the Site Identification of the currently loaded ASAT along with the ASAT Homepage address.

9.4 Tab Folders

The following explanation is generic for **Tab Folder** windows throughout ASAT. While a Collective Task will be used as an example, the look and operation of the window is the same when the focus is an individual task, drill, lesson, product, or any of the support tables.

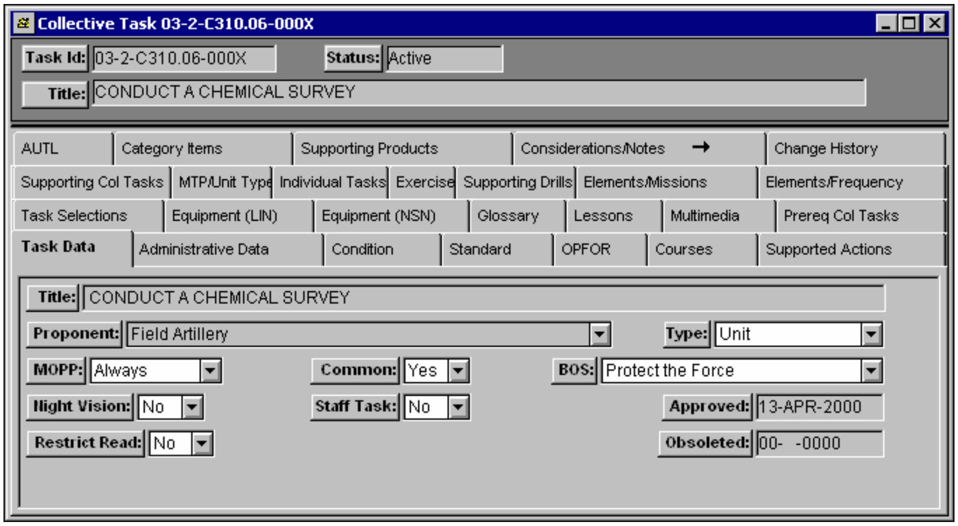


Figure 9-29: Collective Task Tab Folder

A Tab Folder mimics the appearance of a tabbed file folder and allows the user access to ALL the data associated with a record. This methodology is used due to the large amount of data associated with ASAT records.

The tab folder for a record can be accessed by any of the following:

- By clicking on the **Quick Access** toolbar button  or by choosing the **File** menu and selecting the **Quick Access** option from any window in ASAT.
- By single-clicking a selection from a grid and then by clicking the **Related Data** toolbar button  or by choosing the **Data** menu and selecting the **Related Data** option.
- By double-clicking a selection from a picklist grid.

The Tab Folder by default is editable. Fields for which data entry is allowed will be white. Only one tab can be visible at a time. The user can switch from tab to tab by single clicking on the desired tab. Any actions taken (spell checking, sorting, etc.) will occur on the active tab only. The top portion of the Tab Folder window, the header, cannot be edited and remains constant regardless of the selected tab. It provides a reference point of pertinent information about the record being edited/viewed such as identification number and title.

> ***Note:*** *If the user does not have appropriate system privileges or another user is already editing the same record "**(Read Only)**" will display in the screen title bar and all fields will be gray or non-editable.*

The tab folder window has three parts: The top part, called the "header", contains information on the selected option from the Power Panel for constant reference. In the example shown as follows, the **Collective Task** option had been selected. This Collective Task is the focus for all the related data on the other parts of the window.

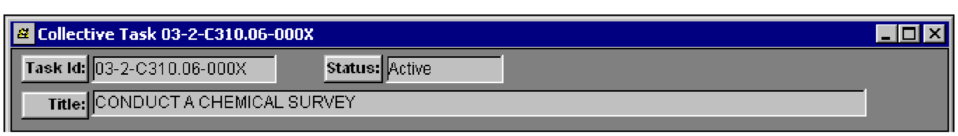


Figure 9-30: Tab Folder Header Example

The middle part of the window (shown in Figure 9-31) is called the "tab folders". All the data contained in each tab folder is related to the Collective Task in the header. The tab folder user interface offers the user quick access to various folders of related Collective Task information.

Figure 9-31: Example of Tab Folders

The number of tab folders that appear will vary depending on the item focused on in the header. As you click a tab folder, it comes to the front row, the label appears in bold and the data in the folder appears in the bottom part of the window. To find a definition of any tab folder label, click the tab folder first, and then click the **Help** button  on the toolbar. Some tab folders have sub-tab folders to choose. These sub-tabs appear in the middle part of the window.

The bottom part of the window (shown in Figure 9-32) displays the related data (details) of the tab.

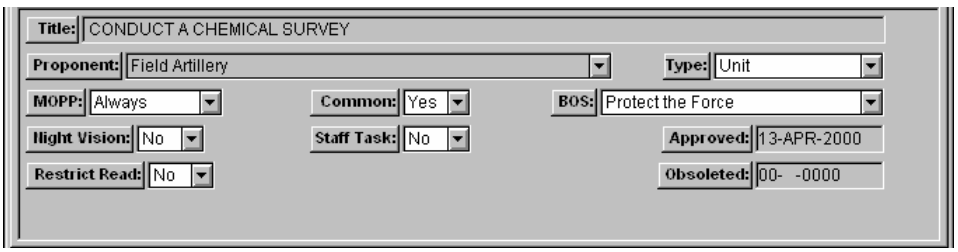


Figure 9-32: Example of detail window

9.4.1 Tab Folder Types

The tab folders present the related data in several forms. Some of the tabs shown in the previous example are listed below with the form type identified for each. These form types are: **Detail Data**, **Block Data**, **Insert**, **Picklist**, **List/View**, **RTF Edit**, and **Compound**. Following this list, each form type is explained with examples:

Tab Folder	Type
Task Data	(Detail Data)
Administrative Data	(Detail Data)
Condition	(Block Data)
Standard	(Block Data)
OPFOR	(Picklist)
Courses	(Picklist)
Equipment	(Picklist)
MTP/Unit Type	(Picklist)
Individual Tasks	(Picklist)
Media	(Picklist)
Drills	(Picklist)
Categories	(Picklist)
Elements/Missions	(Picklist)
Supporting Collective Tasks	(Picklist)
Supporting Products	(Picklist)
Considerations/Notes	(Compound)
Environmental	(Block Data)
Safety	(Block Data)
Standard Degradation	(Block Data)
Remarks	(Block Data)
Back to Main Task Tabs	(Compound)
SECTIONS	(Insert and RTF Edit)
ACTIONS	(List/View)

9.4.1.1 Detail Data

The **detail** data tab is used to link multiple smaller pieces of data to the selected item in the header. An example detail form is shown in Figure 9-33:

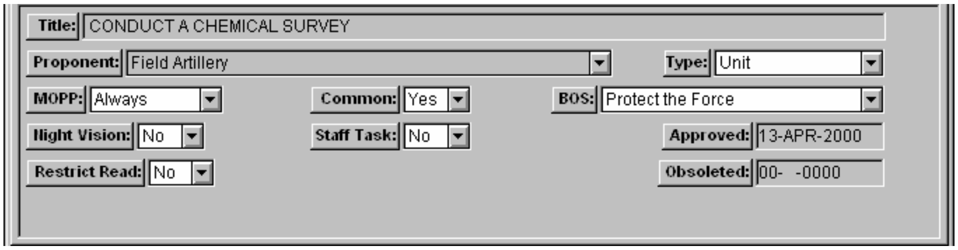


Figure 9-33: Detail Data Tab Folder

- You can see several individual items with different panes for input: some are open for data entry while others use a drop-down list box giving you a choice of standard data entry.

- A **detail** data tab contains fields that exist in the record displayed in the tab folder header. These fields are usually shorter text fields (less than 200 characters) or picklists (drop-down list boxes.) Drop-down list boxes are signified by fields that have a down-arrow in the right edge of the field.

- Most tab folders have only one **detail** data tab and it is always the first tab to display.

- The user may enter or edit data by using either the **[Tab]** or **[Shift-Tab]** keys to move between fields. To display drop-down list boxes click on the down-arrow in the right edge of the field. Click on the desired entry in the list box to select and enter data into the field.

- All fields on the **detail** data tab may not be editable by all users. Fields displayed in black on gray are not editable.

9.4.1.2 Block Data

If you click the **Considerations/Notes** tab folder, subtab folders appear as shown in Figure 9-34. Each of these tab folders are examples of a block text form of related data. This form is used to capture sentences and paragraphs of textual information in relation to the selected Collective Task.

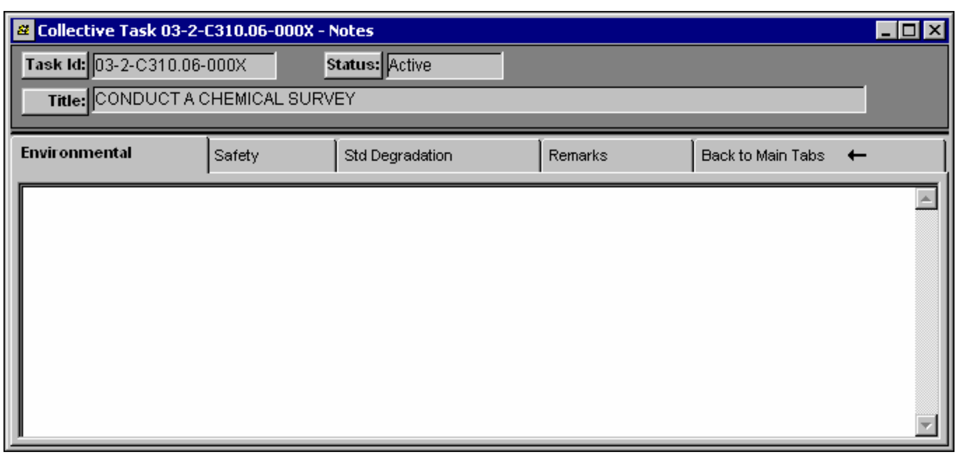


Figure 9-34: Block Data Window

- **Block data** tabs contain fields that exist in the record displayed in the tab folder. Unlike the detail data tabs, these fields are large block entry fields that can contain up to approximately 2000 characters. A tab folder may have none, one, or many **block data** tabs. Sometimes data is automatically inserted into the block data text area when it has been entered in a field of another tab or grid related to the block data tab record.

- The **[Enter]** key will start a new line within this field. Basic word processing functions of cut, copy, paste, and word wrap are available.

Listed below are four special sequences not to be entered in the text area:

1. The backslash \ and an immediate word after it.
2. The *\ which denotes a special function.
3. The curly brace { } unless it is associated with a nonprinting special character code entry (see non-printing special character codes below.)

- **Non-Printing Special Character Codes**

You can insert nonprinting special character codes such as bold and italic letters into the text area by typing the text and applying the appropriate character codes to the text as shown in the following example:

{ \b You must evaluate the students on their performance of this task in a field \b0 \i condition \i0 related to the actual task}.

The result of this entry would appear in an ASAT report as follows: **You must evaluate the students on their performance of this task in a field** *condition* related to the actual task.

Note that the character codes are paired, with an opening and closing code placed around the affected area. The '0' placed after the closing code ends the command. In addition, you must add the curly braces {} around the affected entry. Character codes cannot be cut/pasted from another document into the text area. Listed below are the character codes allowed in the ASAT block text areas:

\b	Bold
\ul	Underline
\i	Italics
\super	Superscript
\sub	Subscript
\endash	Long dash
\strike	Strike through
\scaps	Small capital letters

9.4.1.3 Picklist

A **picklist** tab allows the user to connect the current record to one or more records in another ASAT table, optionally including additional information that may be contained in the link. External objects such as multimedia can also be linked using this tab type.

This type of window is easily identified by the three buttons at the bottom of it: **View Linked**, **View All**, and **View Not Linked**. For example, clicking the **MTP/Unit Type** tab folder causes the picklist form for data linking to appear, shown in Figure 9-35:

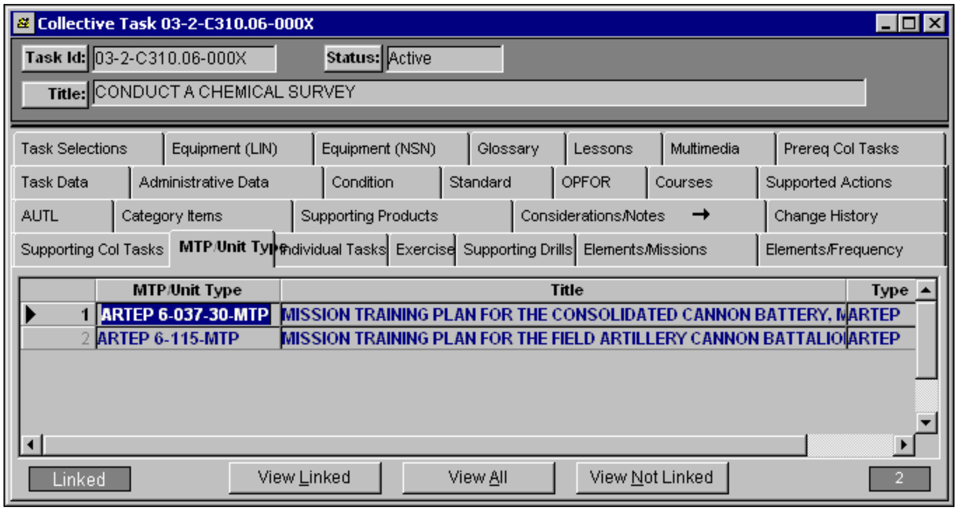


Figure 9-35: Picklist Tab

This form appears with a row and column format where each row is a record of data related to the selected Collective Task. Instead of typing data in the record, a picklist of data is provided for linking and unlinking. When you click on a picklist style tab folder, the bottom window always appears in the **View Linked** view showing the record data that is currently linked. Linked items appear in a bold blue font. If there are no linked records, the window will appear empty.

To link additional MTPs, click the **View All** button. This will access a table providing a picklist of MTP records available for linking to the Collective Task in the header (see Figure 9-36.)

> ***Note:*** *Some tables in ASAT such as collective, individual tasks, drill tasks, products, and elements are very large. Clicking on the* ***View All*** *or* ***View Not Linked*** *buttons will cause a filter window to appear before this list of records is displayed. These filters are the same filters used when the* ***View*** *menu,* ***Filter By Linked Data*** *option is selected. See section 9.2, Filters, for more information on using filters.*

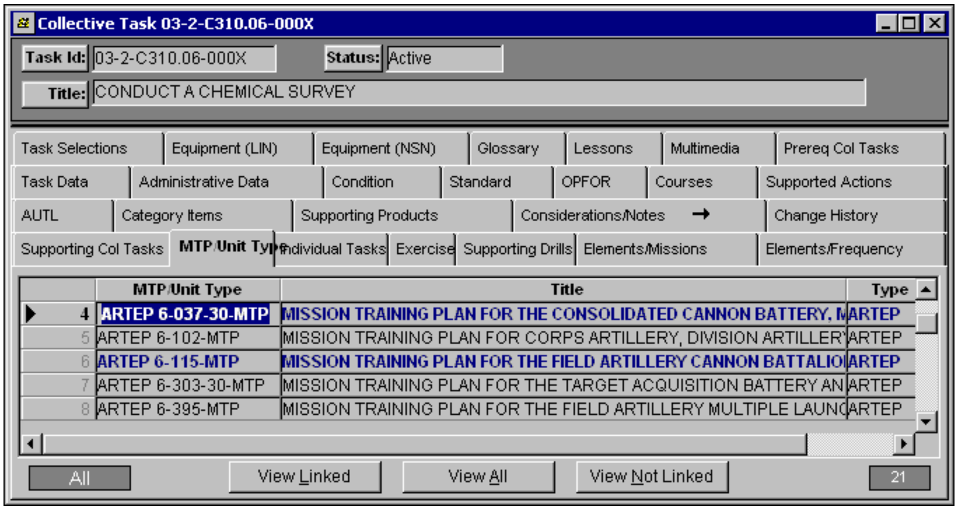


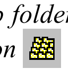
Figure 9-36: Example of View ALL with selected links.

- To select a MTP record to link to the Collective Task, use the scroll, sort, filter, and find features to locate the MTP. Double-click the selected MTP row to link it to the Collective Task. You will notice the selected record row will turn blue and bold in appearance.

- One or many rows can be selected and linked to the Collective Task, and they will appear blue and bold in the **View All** picklist tab.

- After selecting the items to be linked, when you click on the **View Linked** button, the window will show only the records that are linked. When you click on the **View Not Linked** button, the window will show only the records that have not been linked.

- If a filter was used, only the records that meet the filter criteria will be seen. To see all linked records, simply click to another tab folder and click back to the first one and they all will appear.

> ***Note:*** *Some tables allow the user to jump to a tab folder containing the selected record. This can be done by clicking the **Related Data** toolbar button*  *if it is activated.*

9.4.1.4 Insert

Another form of data display is the **insert** form. The **Collective Task** tab folders do not have an **insert** tab folder. However, this type of window is used extensively with the support tables. Click the **Power Panel** button on the toolbar, and then click the **Support** button. From the list, double-click the **Glossary** item. The insert window appears with a row and column grid format where each row is a record usually of a picklist. The basic options are to insert a new record row, change an existing record, or delete a record.

For example, to insert a new Glossary item, select the **Data** menu and then choose **Insert Record** or click on the **Insert Record** button on the toolbar to open a new record row at the top. This form allows the user to enter information in each column of a record (see Figure 9-37.)

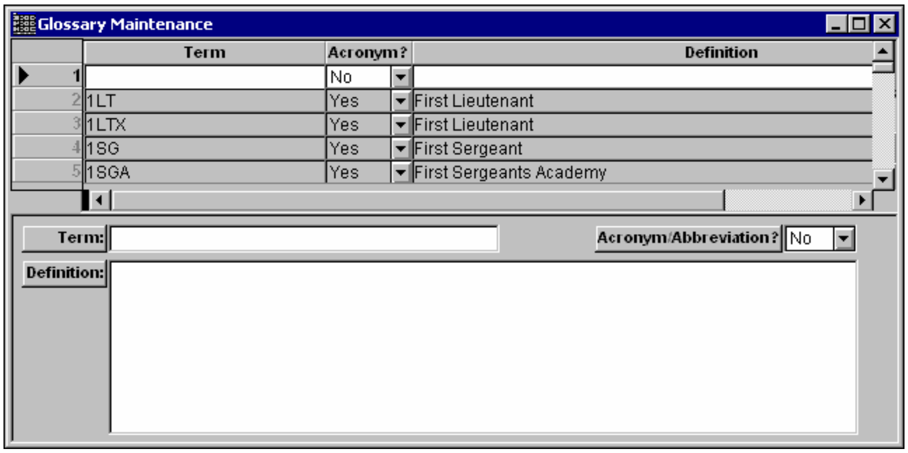


Figure 9-37: Insert Window

With the data entered, select the **File** menu and then choose the **Refresh** option or click the **Save/Update Data Base** button on the toolbar to save the new record.

9.4.1.5 List/View

Another form of linked data is a list/view form, shown in Figure 9-38. It is usually in a row and column grid format and is primarily for information view-only. Modifications cannot be made.

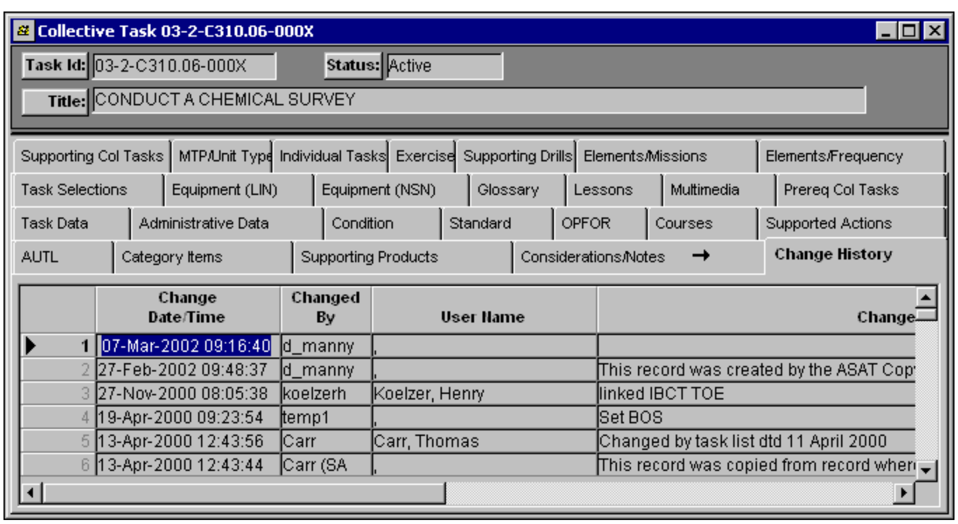


Figure 9-38: Example of List Window

Note: *This window type is also referred to as a view-only or a view-only window throughout ASAT.*

9.4.1.6 RTF Edit Tab

If you clicked the **Sections** tab from the **Create/Edit Drill Book** option under the **Collective** Module you would access this tab type. This tab type is used to insert text using word processor features. The **RTF Edit** tab is explained in detail in section 9.10.

9.4.1.7 Compound Tabs

There are three types of compound tabs used in ASAT denoted by an arrow next to the tab.

Tab-on-Tab: A tab that contains other tabs. When a tab of this type is selected, the current set of tabs is replaced by another set of tabs, which are a sub-group of the original tab. A right facing arrow next to the tab title identifies tabs of this type.

Back-to-Main Tab: This tab is available on the sub-groups of tabs displayed for a Tab-on-Tab. Its only function is to return the user to the original set of tabs. A left facing arrow next to the tab title identifies tabs of this type.

Drill-Down Tab: A drill-down tab is usually a picklist or insert tab. Selecting either the **Data/Related Data** menu option or the **Related Data** toolbar button opens another tab folder window in ASAT containing a set of tabs relevant to the currently selected record in the tab. A single tab folder can spawn multiple drill-down windows. The window opened by a drill-down enabled row must be closed by using the **File\Close** or the **Close Current** window toolbar button. All the drill-down windows will close when the parent window closes. A down-arrow next to the tab title identifies tabs of this type.

9.4.2 Tab Folder Menu Options

The tab folder menu bar includes standard Windows menu options: **File**, **Edit**, **View**, **Data**, **Window**, and **Help**. The **File**, **Edit**, **View**, and **Data** menu options are discussed below. Menu option hot keys and toolbar buttons are identified where applicable.

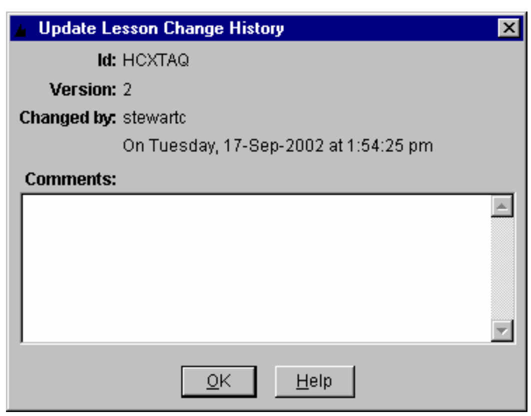
> ***Note:*** *Activated options under each menu may vary depending on the access rights of the user and the types of tab being used. See section 9.8 for* ***Help*** *menu options.*

9.4.2.1 Tab Folder File Menu

The following options are available from the **File** menu (Figure 9-39).

Figure 9-39: File Menu

Option	Description
Power Panel	Accesses the ASAT Power Panel providing access to all the functionality of ASAT. See section 9.1 for details.

Option	Description
Quick Access	Accesses the Quick Access function. See section 9.1 for details.
Preferences	This option is used to customize general ASAT features and outline editor functions. The following options are available for the general submenu function. Refer to the local preferences section under section 9.5.1.2 for the outline editor submenu functions.
	Show Close ASAT Prompt: If this check-box is checked, the close ASAT prompt appears after selecting the **Exit** toolbar button or menu option. This prompt allows the user to select to close the ASAT application. Any data that has been altered will result in **Save** prompts being displayed.
	Require Change History Text: If this check-box is checked, the *Change History* window appears when you choose to save, update, or exit after making entries/modifications to a record. This window allows you to enter a summary/history audit trail for a task. Click the **OK** button when entry at the *Change History* window is complete. ***Note:*** All comments made in reference to the record can be viewed through the **View/Change History** menu bar option.
	Allow Regular Expressions in Searches: If this check-box is checked, the following characters are not allowed in the **Find/Search** string: ? * { [@ < > & |. These characters have special meaning to the Regular Expression evaluator. This function is currently disabled.
	Save Window Sizes: If this check-box is checked, you will be allowed to save a customized window size setting. This function is currently disabled.
	Autosave?: If this check-box is checked, data will automatically be saved at the specified time interval entered in the **Interval:** minutes box.
	View Feedback at Login: If this check-box is checked, the *View Feedback* window will first appear when you login to ASAT. This window allows you to view comments made to all tasks or products.
Close	Closes the window within ASAT that is currently open. **[Ctrl+F4]**.
Save/Update Database	Saves the changes made to the data in the current tab folder. This includes all related information such as the **Outline Editor** and drill-down tab folders. This does not close the window. **[Ctrl+S]**. After saving the data, a change history window will display to allow the user to enter a summary/history audit trail on the task. Click **OK** when done.  **Figure 9-40: Update Change History Window** Periodic saving of your work is essential while using ASAT. There is a maximum time period of 240 minutes (4 hours) of database inactivity before ASAT's database server disconnects the user. This means if you open ASAT and do not make any entries or save your work, the database connection will close. If you have exceeded the 240 minutes and have had no database activity, you now must reactivate ASAT. To do that

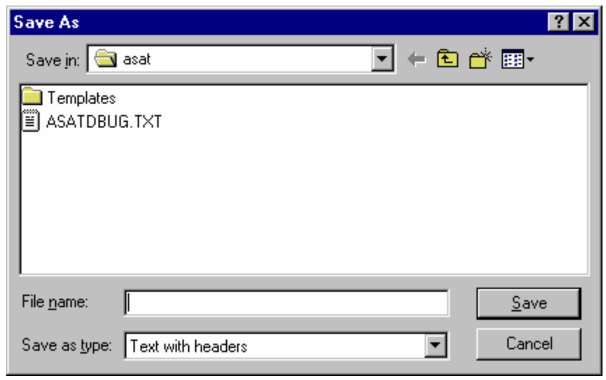
<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td></td><td>
you do not have to close ASAT but you must close all windows without saving any information until you have returned to the Power Panel.
While the user is in the RTF Edit window, it is best to routinely close the windows approximately every 15 to 30 minutes, and answer Yes if prompted to Save changes. It is suggested this procedure be used for all tab folder windows as well.
Note: Data may automatically be saved at a specified time interval by selecting the File menu and choosing the Preferences option. Check the AutoSave check-box and enter an Interval number in the minutes box. See File Menu /Preferences Autosave option for details.
</td></tr>
<tr><td>Save As…</td><td>
Allows the user to save ASAT information to an external file. Once selected, a Save As window will appear.


Figure 9-41: Save As Window
Select the file format from the Save as type drop-down list. The available selections are listed below:
CSV – Comma Separated Values dBase2 – dBASE-II format
dBase3 – dBASE-III format DIF – Data Interchange Format
Excel – MS Excel format Excel5 – MS Excel 5 format
HTML Table – Text with HTML formatting to approximate a datawindow
PSReport – Powersoft Report (PSR) format
SQLInsert – SQL syntax SYLK – Microsoft Multiplan format
Text – Tab-separated columns with a return at the end of each row (default)
WKS – Lotus 1-2-3 format WK1 – Lotus 1-2-3 format
WMF – Windows Metafile format
</td></tr>
<tr><td>Refresh</td><td>
 Retrieves the most current records from the database. The following menu selections are available:


All Window Data retrieves information for the entire window, Current Record retrieves information for the current record being edited, Picklists retrieves information for the current picklist tab.
</td></tr>
<tr><td>Rollback</td><td>Discards any changes made to the current record since the beginning of the edit or the last save, whichever happened last.</td></tr>
<tr><td>Attach To</td><td>Allows the user to switch the current database to another ASAT database.</td></tr>
<tr><td>Export</td><td>This option allows the user to export data.</td></tr>
</table>

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Print</td><td>Displays further print options for the current tab, as shown below. [Ctrl+P]

Figure 9-42: Print Window

Tab: Prints the current tab.
Header/Tab: Prints the header and the current tab.
Screen: Prints everything you can see on the screen. Same as selecting the File menu, Print Screen option.
The remaining two items are not activated for the Doctrine Module.
Summary: Prints data in the standard task format.
Synopsis: Prints a summary of all linked data for a selected record.</td></tr>
<tr><td>Print Screen</td><td>Allows the user to print the currently displayed screen. (Alt+P)</td></tr>
<tr><td>Print Preview</td><td>Not currently activated.</td></tr>
<tr><td>Printer Setup</td><td>Allows the user to setup their local printer.</td></tr>
<tr><td>Exit</td><td>Terminates ASAT, closing the database. Any data that has been altered will result in Save prompts being displayed. (Alt+F4)</td></tr>
</table>

9.4.2.2 Tab Folder Edit Menu

The **Edit** menu (Figure 9-43) provides text and clipboard support to ASAT. The Windows clipboard can be used to transfer text information between different ASAT windows or between ASAT and other applications.

Figure 9-43: Edit Menu

Option	Description
Undo	Reverses the last text operation the user performed. Only simple, single level undo is currently implemented. **[Ctrl+Z]**
Cut	Cuts or moves the currently selected text from the current window to the Windows clipboard. **[Ctrl+X]**
Copy	Copies the currently selected text from the current window to the Windows clipboard. **[Ctrl+C]**
Paste	Inserts a copy of the text in the Windows clipboard into the current window at the current insertion point or cursor position. **[Ctrl+V]**
Clear	Functions in one of two ways: If any text is selected in the current field, that text is deleted. If no text is selected, the entire field text is deleted.
Select All	This option selects all the text in the current row of the current window. **[Ctrl+A]**

9.4.2.3 Tab Folder View Menu

The user can use the **[Up Arrow]**, **[Down Arrow]**, or **[Tab]** keys to move from row to row in the grid or on a tab. The **View** menu (Figure 9-44) provides the user with more versatile ways to move around on the current view and ways of limiting the data viewed. These include searching, sorting, and filtering the data.

Figure 9-44: View Menu

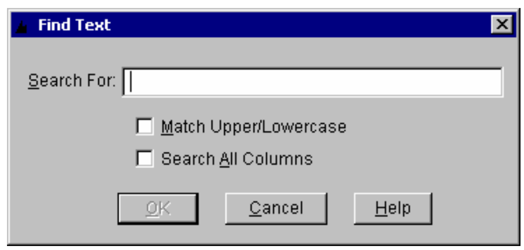
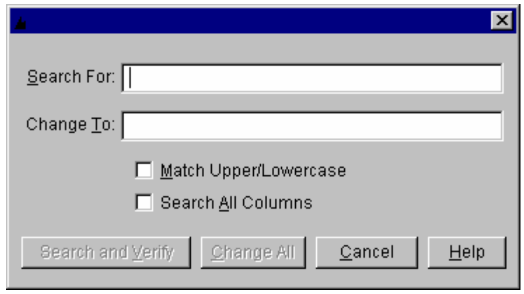
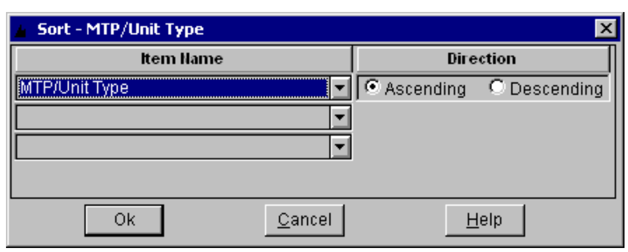
<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Find Text</td><td>Allows the user to search the current column or all columns in the entire grid or the tab for a word or phrase. The search will begin in the row and column containing the insertion point (cursor) and continue to the end of the grid rows or tab.


Figure 9-45: Find Text Window

If the search was initiated from anywhere but the first row, the user will be prompted to continue from the beginning, where it will continue to the point at which the search was initiated.

Searches may be case sensitive if the Match Upper/Lower Case check-box is checked. The Search All Columns check-box will cause the search to proceed through every editable column on every row. This causes searches to take considerably longer. A long search may be terminated while it is in process by pressing the [Pause] key on your keyboard.</td></tr>
<tr><td>Find Next Text</td><td>Finds the next occurrence of the text specified by the last Find Text. Note: A long search may be terminated while it is in process by pressing the [Pause] key on your keyboard. [Ctrl+N]</td></tr>
</table>

Option	Description
Replace Text	Allows the user to search for a word or phrase and replace it with some other text.  **Figure 9-46: Replace Text Window** After specifying the text to search for and text to replace it with, the user may select to replace all instances of the search string or to prompt for replacement for each instance found. The **Replace Text** option functions in the same manner as the **Find Text** option. Searches may be case sensitive if the **Match Upper/Lower Case** check-box is checked. The **Search All Columns** check-box will cause the search to proceed through every editable column on every row. A long search and replace may be terminated while processing by pressing the **[Pause]** key on your keyboard.
Go to Record	Allows the user to specify the exact row number, as noted in the left-most column of the grid, to make it the current row. Row numbers are relative: inserting, deleting, sorting and filtering data will all affect which row number a specific record gets. This option allows the user to jump around in large lists. **[Ctrl+G]**  **Figure 9-47: GoTo Record Window**
First Record	Makes the first row on the grid the current row.
Last Record	Makes the last row on the grid the current row.
Next Record	Makes the next row on the grid the current row.
Previous Record	Makes the previous row on the grid the current row.
Sort	Sorts the grid according to user-specified criteria. **[Ctrl+Alt+S]**. The current sort is displayed as shown below. The grid may be sorted on up to five fields.  **Figure 9-48: Sort Window** Click on the down-arrow button to display the available fields in a picklist or drop-down box. Click on the desired field to select.
Filter By Table Data	Allows the user to re-filter the grid without returning to the Power Panel using arithmetical and logical expressions. Also, allows the user to obtain data based on data that it is related to in some way. Further details are provided in section 9.3.1.3.

Option	Description
Filter By Linked Data	This selection allows the user to limit the amount of data retrieved from the database server. This option is described in detail in section 9.2, Filters.
Stop Retrieval	Will stop long data retrievals. ***CAUTION:*** All records meeting the filter criteria will not be displayed.
Debug	Opens the *Debug* window. Use this option only at the direction of an ASAT support person. **[Ctrl+Alt+D]**
Font for GRID Records	Allows the user to change the pitch of the font used for displaying data in the grid. Selecting **Larger** makes the font 1 point larger. Selecting **Smaller** makes the font 1 point smaller.
Reset Window	Resets the resized tab folder window back to its original appearance.
Change History	Allows ASAT users to view changes made for a selected record and to view when records have been copied or when new records have been inserted. The option provides details on who made the change, insertion, or copy including the time, date, and any comments made. In addition, a user's e-mail, phone, FAX number, and address will appear if that information has been previously added to the personnel table in the **Support** Module.

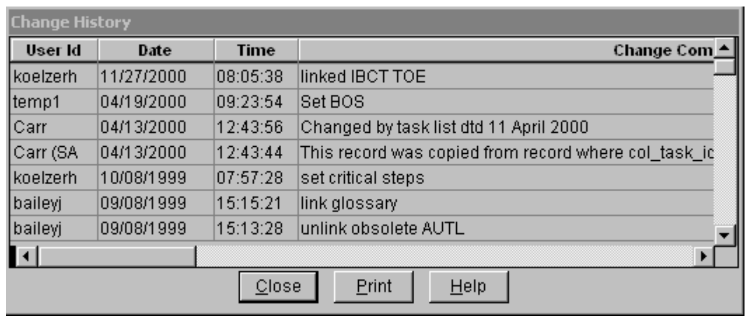


Figure 9-49: Change History Window

Option	Description
View All Feedback	Allows the user to view any feedback comments, which have been entered for a record through the **Data** menu, **Add Feedback** option.

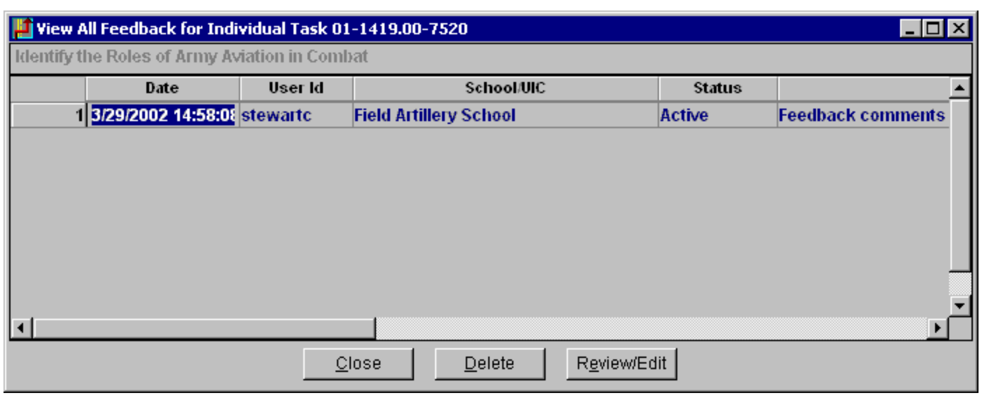
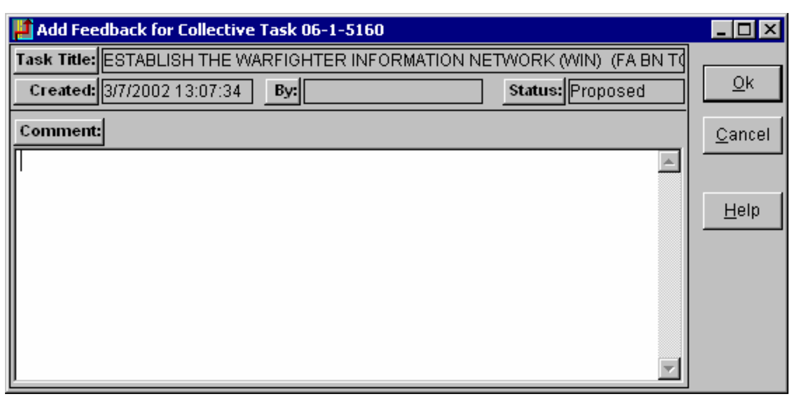


Figure 9-50: View All Feedback Window

9.4.2.4 Tab Folder Data Menu

The **Data** menu (Figure 9-51) provides the user the ability to change the database through adding, editing, and deleting information or for linking information to a record. Linked and related data and the **Outline Editor** can be accessed from this menu.

Figure 9-51: Data Menu

Option	Description
Insert Record	Allows the user to insert a new record into the grid. **[Ctrl+Ins]**
Delete Record	Allows the user to delete the data in the current row. **[Ctrl+ Del]**
Link Selected Records	Allows the user to select one or more records in a **View All** or **View Not Linked** grid on a linking tab and to link them to the record identified in the tab folder header.
Unlink Selected Records	Allows the user to select one or more records in the **View Linked** grid on a linking tab and unlink them from the record identified in the tab folder header.
Link All Records	Allows the user to select all the records in the **View All** or **View Not Linked** grid on a linking tab and to link them to the record identified in the tab folder header.
Unlink All Records	Allows the user to select all records in the **View Linked** grid on a linking tab and to unlink them from the record identified in the tab folder header.
Spell Check	 Spell checks the current record. The record must be in the edit mode to activate Spell Check.
Related Data	 Accesses a tab folder with additional information about a record on the current row in a linked data tab.
Outline Editor	 Provides access to the Outline Editor.
Add/Edit Feedback	Allows the user to provide and to review feedback comments about a task. If you are not the proponent of the comments, you will be in the review mode and will not be allowed to edit the comments. Comments can be viewed at this screen or by choosing the **View** menu and selecting the **View All Feedback** option on the grid. The **Doctrine** Module does not use this option.  **Figure 9-52: Add Feedback Window**

Option	Description
	*Note: ASAT now allows for multiple comments to be made to any task, product, or action by the same user. All comments made at this window can be viewed by selecting **View** from the **File** menu and choosing the **View All Feedback** option. This window will display the **Date**, **User ID**, **School UIC**, and **Comment**. In addition, a user's e-mail address, phone, extension, and DSN will appear if that information has been previously added to the personnel table in ASAT. To view that information, scroll to the right of the screen.*
View Multimedia	Allows the user to view the multimedia object for the record.

9.4.2.5 Tab Folder Window Menu

Refer back to section 9.3.1.5 for details on this menu option.

9.4.2.6 Tab Folder Help Menu

Refer back to section 9.3.1.6 for details on this menu option.

9.5 Outline Editor

The **Outline Editor** is the tool used to perform word-processing type development work in ASAT such as task steps and performance measures. It provides a method for easily rearranging information while maintaining a hierarchical format and numbering system and links to related data.

- **Accessing the Outline Editor**

The Outline Editor is accessible in three different ways: from the grid or the tab folder view by selecting the **Data** menu and choosing the **Outline Editor** option, by clicking the **Outline Editor** toolbar button, or by choosing the **File** menu, then selecting the **Quick Access** option and clicking in the **Outline** box.

The next screen shown is the Outline Editor screen for the development of a Training and Evaluation Outline (T&EO) for a collective task.

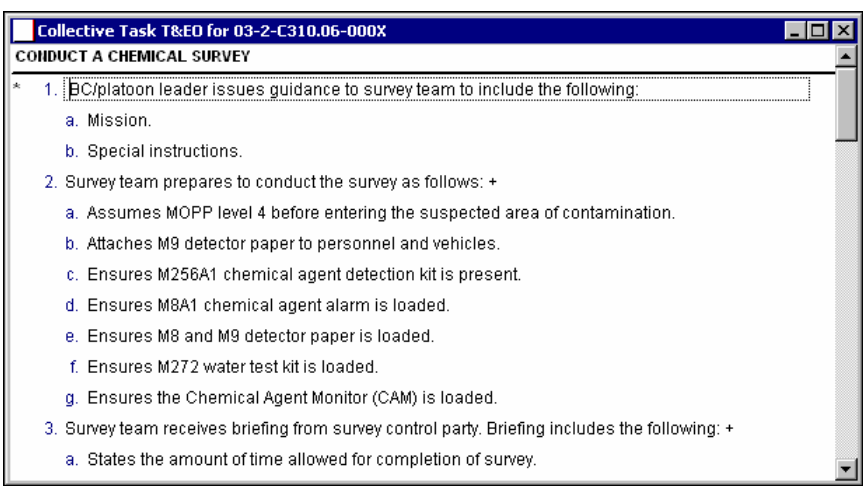


Figure 9-53: Outline Editor Window

- **Outline Editor Terminology:**

*Note: The **Outline Editor** is used to develop collective, individual, and drill task steps and performance measures. The term "level" is used when discussing this type of development.*

Insertion Point: The position in the text of the cursor.

Level: The ID and text belonging to the current record.

Level Note: The text of one or more notes pertaining to the level text immediately before it. Levels at any Indent Depth may contain a note. Only one level note record is allowed for any level, but the text of that record may contain multiple notes.

Header: The leading part of the level identifying the outline heading for the current level, such as 1. or (a). Level notes do not get headers, as they are considered to be part of the level with which they are associated.

Indent Depth: The indent used to display the ID of the current record. The Outline Editor uses the following scheme where Indent Depths 1 and 3 range from 1 to 99 and Indent Depths 2 and 4 range from a to z. Level Notes do not get a Header and are considered to be at the same Indent Depth as the Level that owns them (the one directly above the Note.)

```
1.      Text-text-text-text-text-text-text-text-text          { Indent Depth = 1 }
NOTE:   Text-text-text-text-text-text-text-text-text          { Indent Depth = 1 }
            a.  Text-text-text-text-text-text-text-text-text  { Indent Depth = 2 }
            b.  Text-text-text-text-text-text-text-text-text  { Indent Depth = 2 }
                (1)  Text-text-text-text-text-text-text       { Indent Depth = 3 }
                NOTE:  Text-text-text-text-text-text-text     { Indent Depth = 3 }
                       (a) Text-text-text-text-text           { Indent Depth = 4 }
```

Children: For task development, all Level(s) between the current Level and the next Level of the same Indent Depth as the current Level. In the above sample; a, b, (1), and (a) are Children of 1.x

Parent: Any level for which other levels exist at a greater Indent Depth. In the above sample, 1. is the Parent of a., b, (1), and (a).

Sibling: All levels at the same Indent Depth as the current level that have the same Parent. In the above sample; a. and b. are Siblings.

Family: Any Parent Level and all of its Children. A level that exists without any children is a family unto itself. In the above sample, the whole outline is a Family.

Descendant: Any child or lower level from the current level. Children can also be used generally to refer to all descendants.

Promote: Decrease the indent depth of a level or family of levels.

Demote: Increase the indent depth of a level or family of levels.

9.5.1 Outline Editor Menu Options

The **Outline Editor** menu bar includes standard Windows menu options: **File**, **Edit**, **Search**, **View**, **Window**, and **Help** as well as an **Outline** menu option. The **File**, **Edit**, **Search**, **View**, and **Outline** menu options are discussed below. *See section 9.8 for further information on the **Help** option*. Menu option hot keys and toolbar buttons are identified where applicable.

> ***Note:*** *Activated options may vary depending on the access rights of the user and the product being developed.*

9.5.1.1 Outline Editor File Menu

The following menu (Figure 9-54) and options appear when **File** is selected.

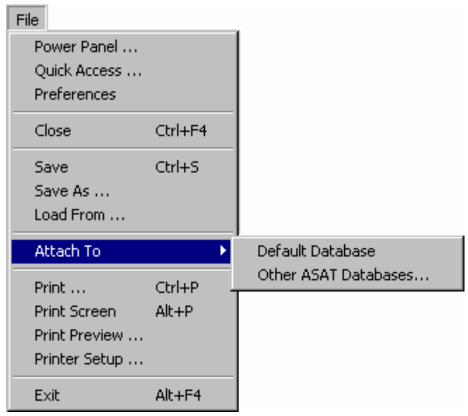


Figure 9-54: File Menu

Option	Description
Power Panel	Accesses the ASAT Power Panel providing access to all the functionality of ASAT. See section 9.1 for details on using the Power Panel.
Quick Access	Accesses the **Quick Access** option. See section 9.1 for details on using Quick Access.
Preferences	This option is used to customize general ASAT features and outline editor functions. Refer to section 9.3.1.1 for details.
Close	Closes the window within ASAT that is currently open. **[Ctrl+F4]**.
Save	Saves the current outline without closing the Outline Editor. The outline text and any linked data are saved. **[Ctrl+S]**.
Save As…	Allows the user to save the current outline as any of a number of ASCII file types, in dBase III format, or as an InfoMaker Report.

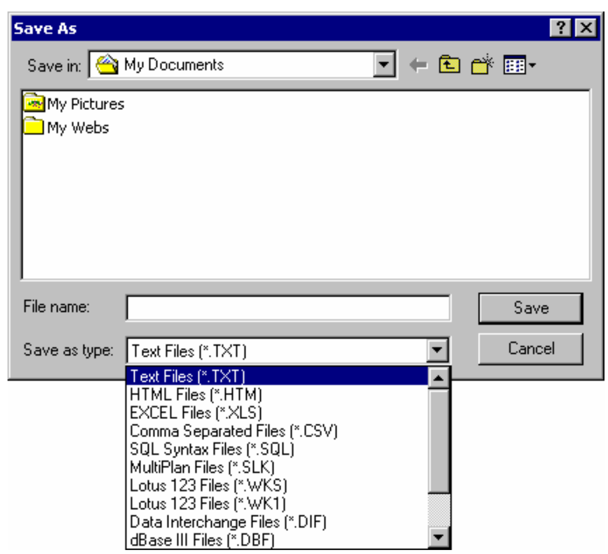


Figure 9-55: Save As Window

<table>
<tr><th>Option</th><th colspan="2">Description</th></tr>
<tr><td>Load From…</td><td colspan="2">Allows the user to load an outline from a previously saved file. The Outline being loaded can replace the existing outline, or be appended to the end of the existing Outline.

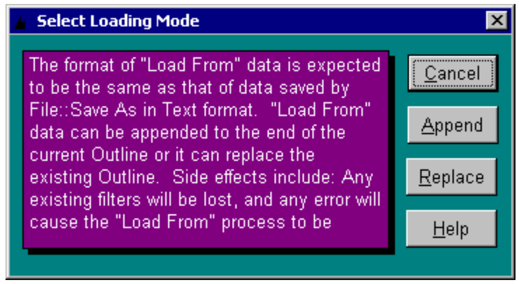


Figure 9-56: Load Window</td></tr>
<tr><td>Attach To</td><td colspan="2">Allows the user to switch the current database to another ASAT database.</td></tr>
<tr><td>Print…</td><td colspan="2">Displays further print options for the current tab shown as follows. [Ctrl+P].

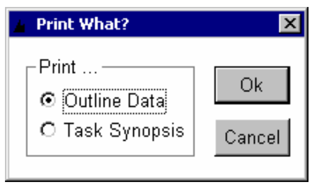
The screen that follows displays when developing a task.</td></tr>
<tr><td></td><td>


Figure 9-57: Print Window</td><td>Outline Data: Prints the current outline.
Task Synopsis: Prints a summary of all linked data for a selected record.</td></tr>
<tr><td>Print Screen</td><td colspan="2">Allows the user to print the currently displayed screen. [Alt+P].</td></tr>
<tr><td>Print Preview</td><td colspan="2">Not currently activated.</td></tr>
<tr><td>Printer Setup</td><td colspan="2">Allows user to setup their local printer.</td></tr>
<tr><td>Exit</td><td colspan="2">Terminates ASAT, closing the database. Any data that has been altered will result in Save prompts being displayed. [Alt+F4].</td></tr>
</table>

9.5.1.2 Outline Editor Edit Menu

The **Edit** menu (Figure 9-58) provides text and clipboard support to ASAT. The Windows clipboard can be used to transfer text information between different ASAT windows or between ASAT and other applications.

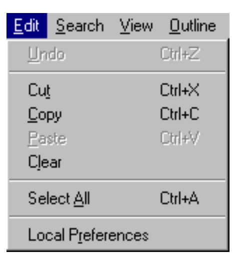


Figure 9-58: Edit Menu

Option	Description
Undo	Reverses the last text operation the user performed. Only simple, single level undo is currently implemented. **[Ctrl+Z]**.
Cut	Cuts or moves the currently selected text from the Outline to the Windows clipboard. **[Ctrl+X]**.
Copy	Copies the currently selected text from the Outline to the Windows clipboard. **[Ctrl+C]**.

Option	Description
Paste	 Inserts a copy of the text in the Windows clipboard into the Outline at the current insertion point or cursor position. **[Ctrl+V]**.
Clear	Functions in one of two ways: If any text is selected in the current level, that text is deleted from the level. If no text is selected, the entire level text is deleted.
Select All	Selects all the text in the current level of the outline. **[Ctrl+A]**.
Local Preferences	Certain behaviors in the Outline Editor can be customized from this window. These options are saved in the ASAT30.INI file on the current workstation. You can also check on the amount of available Windows resources and memory on this window.

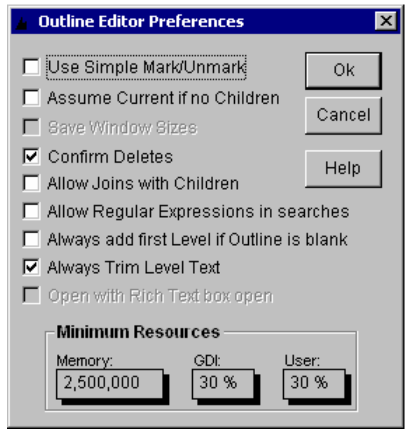


Figure 9-59: Outline Editor Preferences Window

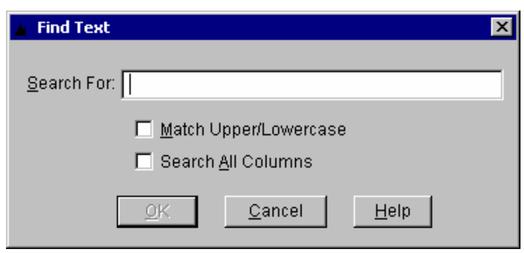
	Use Simple Mark/Unmark - This option controls the smallest unit that can be marked or unmarked. By default, the Family of levels for which the current level is the parent is always affected. **Simple Mark/Unmark** allows the **Mark/Unmark** function to work on individual levels all the time.
	Assume Current if no Children - This option affects the Level operations **Append**, **Cut**, **Copy**, **Paste**, **Delete**, and **Move**. If checked, it allows the user to skip the *Affect Which Levels* window when the current level has no children and there are no marked levels. Otherwise, the *Affect Which Levels* window will always interrupt the selection of one of the functions and its activation.
	Save Window Sizes - This option is not currently implemented.
	Confirm Deletes - This option will cause the user to be prompted to confirm the deletion of any level(s). Currently, a **Delete Level(s)** command cannot be undone, so confirming deletes is a good idea.
	Allow Joins with Children - This option affects the way a Join Levels works. If checked, a Join Levels command will append to the current level the contents of the level immediately preceding the current level, as long as its indent depth is greater or equal to the indent depth of the current level. If the indent depth is less than the indent depth of the current level, an error results. The key here is that the current level and the very next level are what are considered for the Join. If this option is not checked, a Join Levels command will append to the current level the contents of the next sibling level. If the next numeric sibling of the current level does not exist, an error results. Any children of the Joined level are appended to the children of the current level. The key here is that the current level and the next sibling level are what are considered for the Join.
	Allow Regular Expressions in Searches - This option determines if Regular Expressions, or wildcarding, is allowed when performing searches in the **Outline Editor**.

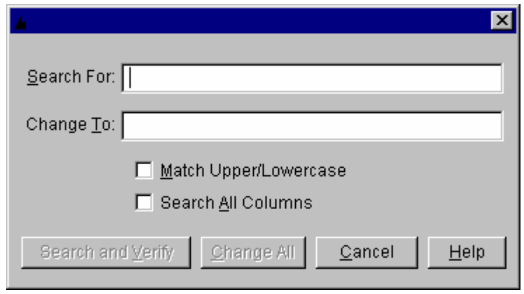
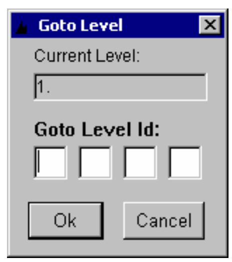
Option	Description
	Always add first Level if Outline is blank - This option determines the behavior of the **Outline Editor** when an outline does not exist. When checked, a Level 1 will always be added for a blank outline. If not checked, the user will be warned that no outline exists and prompted to add an initial Level or quit the **Outline Editor**.
	Always Trim Level Text - This option determines whether the **Outline Editor** will allow trailing white space at the end of a level. When checked, a Level will always be trimmed after being edited to remove spaces or blank lines following the last character in the level. If not checked, any blank lines or space after the last character in a level will remain.
	Open with Rich Text box open - Currently disabled.

9.5.1.3 Outline Editor Search Menu

The user can use the **[Up Arrow]**, **[Down Arrow]**, or **[Tab]** keys to move from level to level in the outline. The **Search** menu (Figure 9-60) provides the user with more versatile ways to move around on the current view and ways of limiting the data viewed. These include searching, sorting, and replacing the data.

Figure 9-60: Search Menu

Option	Description
Find Text	Allows the user to search the entire outline for a word or phrase. The search will begin at the insertion point (cursor) and continue to the end of the outline. **[Ctrl+F]**.  **Figure 9-61: Find Text Window** If the search was initiated from anywhere but the beginning of the outline, the user will be prompted to continue from the beginning, where it will continue to the point at which the search was initiated. Searches may be case sensitive if the **Match Upper/Lower Case** check-box is checked. The **Search All Columns** check-box has no effect in the **Outline Editor**. A long search may be terminated while it is in process by pressing the **[Pause]** key on you keyboard.
Find Next Text	Finds the next occurrence of the text specified by the last Find Text. ***Note:*** A long search may be terminated while it is in process by pressing the **[Pause]** key on your keyboard. **[Ctrl+N]**.

Option	Description
Replace Text	Allows the user to search the entire outline for a word or phrase and replace it with some other text.  **Figure 9-62: Replace Text Window** After specifying the text to search for and text to replace it with, the user may select to replace all instances of the search string or to prompt for replacement for each instance found. The **Replace Text** option functions in the same manner as the **Find Text** option. Searches may be case sensitive if the **Match Upper/Lower Case** check-box is checked. The **Search All Columns** check-box has no effect in the Outline Editor. A long search and replace may be terminated while processing by pressing the **[Pause]** key on your keyboard.
Goto Level	Allows the user to specify the exact level to make the current level and display on the screen. **[Ctrl+G]**.  **Figure 9-63: Goto Level Window**
Jump to Parent	Allows the user to jump from a child to the parent level.
First Level	Makes the first level in the outline the current level.
Last Level	Makes the last level on the outline the current level.
Next Level	Makes the next level in the outline the current level.
Previous Level	Makes the previous level in the outline the current level.
Sort	Allows the user to sort the outline if it should become out of sequence.
Debug	Opens the *Debug* window. Use this option only at the direction of an ASAT support person. *Not used by the **Doctrine** Module*. **[Ctrl+Alt+D]**.

9.5.1.4 Outline Editor View Menu

The **View** menu (Figure 9-64) allows the user to manipulate the manner in which the data in the current outline is displayed as well as how much of the data is displayed. When editing ASAT specific data, this option also provides access to the tab folder allowing the user to manipulate data linked at the step level.

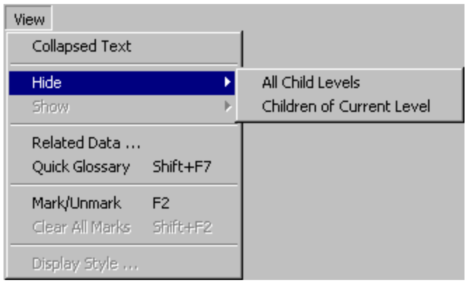


Figure 9-64: View Menu

Option	Description
Collapsed Text	Toggles the displayed text of all levels between multiple lines, fixed right margin and a single, horizontal scrolled line for each level. If this option has a checkmark next to it, the text is in the single line mode. When the display is collapsed, a horizontal scroll bar appears at the bottom of the Outline Editor window, which can be used to move the cursor around in the current level text.
Hide… All Child Levels	Removes from the display window all levels that are at the indent depth of child or lower levels of the current level. Any levels that have hidden child levels will be noted in the right margin of the display window by a (▼) character. This gives the user a visual indication that all levels in the current outline are not displayed.
Hide… Children of Current Level	Removes from the display window all descendant levels for the current level only. If the current level has descendant levels, the right margin of the display window will display a (▼) character, indicating that all levels in the current outline are not displayed.
Show… All Child Levels	Returns to the display window all hidden levels that are at the indent depth of child or lower levels of the current level. All the hidden children indicators (▼) will be removed from the right margin of the display window.
Show… Children of Current Level	Returns to the display window all hidden descendant levels for the current level only. The hidden children indicator (▼) will be removed from the right margin of the display window if it was displayed.

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Related Data</td><td>Provides access to the window containing the tab folders for information that can be linked at or related to the step level of a collective, individual, or drill task.

The example that follows shows the related data tabs for Collective Task Development.

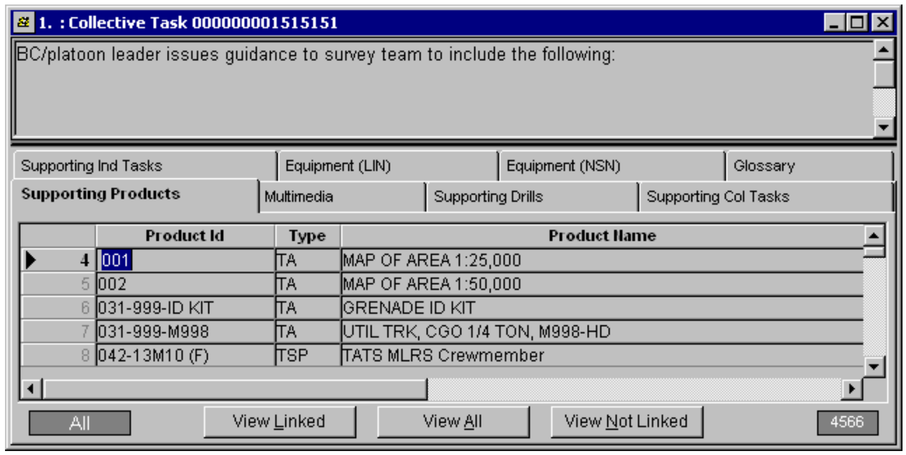


Figure 9-65: Related Data Tab Folders</td></tr>
<tr><td>Quick Glossary</td><td>The Glossary Quick Lookup window allows the user to look up a word or acronym that most closely duplicates a word or acronym in the glossary support table. Place your cursor <u>inside</u> the word that you want to lookup, (do not highlight the word or acronym.) Next, click on the Quick Look Up icon to display the term or acronym that most closely duplicates the selected text.

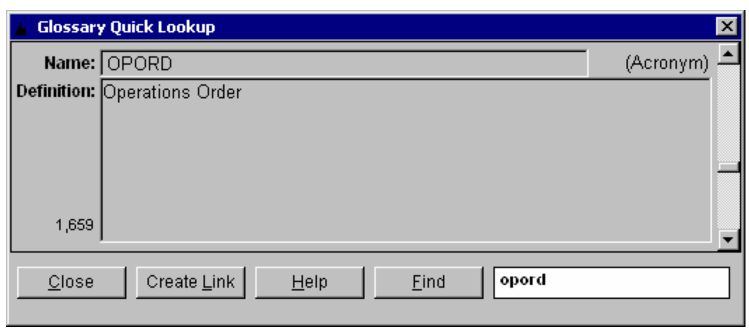


Figure 9-66: Glossary Quick Lookup Window

The Create Link button links the term or acronym to the glossary for the product under development.

The Find button is used to search for text in the glossary support table. Enter a term or acronym in the field provided, and then click on the Find button to search for text in the glossary support table that most closely duplicates the entry.

Note: Only one link per step is allowed. If a second Glossary link item is chosen it will overwrite the previous selection.</td></tr>
<tr><td>Mark/Unmark</td><td>Toggles the Marked status of the current level or the current level and its descendants. Functions if the Use Simple Mark/Unmark option is selected under the Edit menu, Preferences option while in the Outline Editor. A marked level is signified by the header being displayed in reverse video (white on blue.) Marked levels can be copied or cut to the Outline Editor clipboard or deleted. [F2].</td></tr>
<tr><td>Clear All Marks</td><td>Clears the Marked status of all levels in the current outline. [Shift+F2].</td></tr>
</table>

Option	Description
Display Style	Allows the user to change the display style of the header for each level in the current outline. The user may select from one of the six display styles available. This option is only available in a general *Outline Editor* window.

9.5.1.5 Outline Editor Outline Menu

The **Outline** menu (Figure 9-67) contains all the options, which will actually change the structure of the data in the current outline.

*Note: The **Outline** menu is disabled if the user has Read-Only access to the outline.*

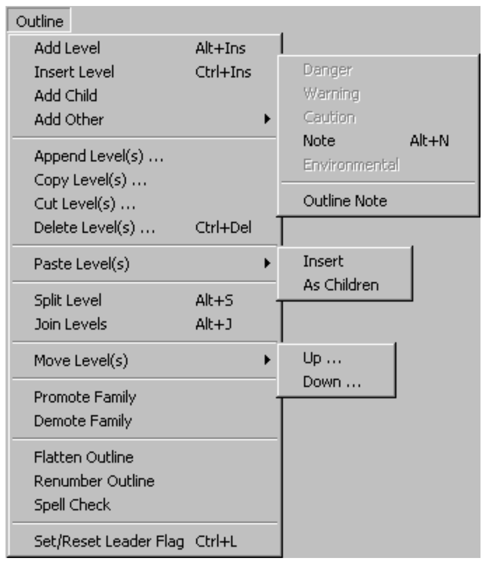
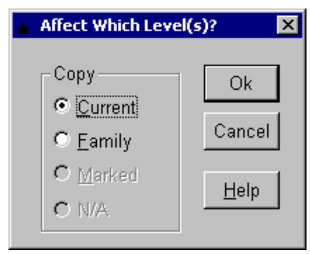


Figure 9-67: Outline Menu

Option	Description
Add Level	In task development, the new level is added at the end of the current group of siblings. The new level will become the current level, and will be preset with three blank lines. For example, if the current level is 01.c. and level 01 has children a. - g., this option will add a new level and number it 01.h. (**Alt+Ins**).
Insert Level	Inserts a new level *before* the current level. The old current level and all of its sibling levels will have their headings adjusted so they remain numbered properly. The new level will become the current level, and will be preset with three blank lines. For example, if the current level is 01.c. with siblings a. - g., this option will insert a new level numbered 01.c., the old levels 01.c. - 01.g. will become 01.d. - 01.h. (**Ctrl+Ins**).
Add Child	Adds a new level at the end of the group of child levels for the current level. The new level will become the current level, and will be preset with three blank lines. For example, if the current level is 01. and has children a. - e., this option will add a new level.
Add Other…	The following menu options are available: ***Danger***, ***Warning***, ***Caution***, and ***Environmental***: Opens a labeled block for data entry *above* the current level (currently disabled). ***Note:*** *Results in a level note being added after the current level, if one does not already exist. If the current level already has a note, a new line is added to the existing note and the insertion point is positioned at the end of the existing note. If a new level note is added for the current level, it becomes the current level and will be preset with three blank lines.* ***[Alt+N]***.

Option	Description
	Outline Note: *Results in a Note being added* <u>*before*</u> *the entire outline, if one does not already exist. An Outline Note is a special note that exists before the first level of the outline.*
Append Level (s)	Allows the user to copy additional levels to the Outline Editor buffer without deleting the current contents of the Outline Editor buffer. ***Note:*** <u>*There must be something in the Outline Editor buffer for this menu item to be enabled.*</u> *This allows the user to selectively collect levels from a number of different outlines in the Outline Editor buffer and paste them to another outline.* This option will normally result in the user being prompted to select the group of levels to append to the Outline Editor buffer.
Copy Level (s)	Allows the user to copy levels to the Outline Editor buffer. The current contents of the Outline Editor buffer are replaced with the level(s) selected here. The user is prompted to select the group of levels to copy to the Outline Editor buffer shown as follows:  **Figure 9-68: Copy Level Window**
Cut Level(s)	Allows the user to cut (copy and delete from the outline) levels to the Outline Editor buffer. The current contents of the Outline Editor buffer are replaced with the level(s) selected here. This option will normally result in the user being prompted to select the group of levels to cut to the Outline Editor buffer. The headers of any following sibling levels will be adjusted just as they are for deleted levels.
Delete Level	Delete the level from the outline. This option will normally result in the user being prompted to select the group of levels to delete. The headers of any following sibling levels will be adjusted to maintain the sequence of the levels. For example, if the current level is 01.c. with siblings a. - g., this option will delete the current level, adjusting the old levels 01.d. - 01.g. to become 01.c. - 01.f. **[Ctrl+Del]**
Paste Level(s)…	Options cascaded from this option allow the user to incorporate the contents of the Outline Editor buffer into the current outline. Before the paste can occur, the Outline Editor buffer is formatted to look like an outline. The procedure that does this will try and retain the relationships between parent and child levels in the Outline Editor buffer. If it cannot, all the levels will be set to an appropriate indent depth and numbered sequentially.
…Paste Level(s) - Insert	Allows the user to insert the contents of the Outline Editor buffer into the current outline at the same indent depth as the current level. The insert occurs just as it would as if each level in the Outline Editor buffer were inserted into the outline individually. That is, the current level and its following siblings will be shifted down and the levels in the Outline Editor buffer will be inserted at the current level. For example, if the current level is 01.c. with siblings a. - g., and the Outline Editor buffer contains 3 levels at the same indent depth, this option will insert new levels 01.c., d. and e. (from the Outline Editor buffer) and adjust the old levels 01.c. - 01.g. to become 01.f. - 01.j.

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td colspan="2">
<table>
<tr><th><u>Outline contains</u></th><th><u>Outline Editor Buffer contains</u></th><th><u>Resulting Outline</u></th></tr>
<tr><td>01. Some parent text
a. some text 1
b. some text 2
c. some text 3
d. some text 4
e. some text 5
f. some text 6
g. some text 7</td><td>0a. other text 1
0b other text 2
0c other text 3</td><td>01. Some parent text
a. some text 1
b. some text 2
c. other text 1
d. other text 2
e. other text 3
f. some text 3
g. some text 4
h. some text 5
i. some text 6
j. some text 7</td></tr>
</table>
</td></tr>
<tr><td>…Paste Level(s) -
As Children</td><td>Allows the user to insert the contents of the Outline Editor buffer into the current outline as children of the current level. The insert occurs just as it would if each level in the Outline Editor buffer were inserted into the outline individually before any existing children. That is, any children of the current level will be shifted down and the levels in the Outline Editor buffer will be inserted before the first child level. For example, if the current level is 01.c. with a single child level, and the Outline Editor buffer contains 3 levels at the same indent depth, this option will insert new levels 01.c. (01), (02) and (03) (from the Outline Editor buffer) and adjust the old levels 01.c. (01) to become 01.c. (04).</td></tr>
<tr><td colspan="2">
<table>
<tr><th><u>Outline contains</u></th><th><u>Outline Editor Buffer contains</u></th><th><u>Resulting Outline</u></th></tr>
<tr><td>01. Some parent text
a. some text 1
b. some text 2
c. some text 3
(01) some child text
d. some text 4
e. some text 5
f. some text 6
g. some text 7</td><td>0a. other text 1
0b. other text 2
0c. other text 3</td><td>01. Some parent text
a. some text 1
b. some text 2
c. some text 3
(01) other text 1
(02) other text 2
(03) other text 3
(04) some child text
d. some text 4
e. some text 5
f. some text 6
g. some text 7</td></tr>
</table>
</td></tr>
<tr><td>Split Level</td><td>Allows the user to split the current level into two levels at the insertion point or position of the cursor. All text to the left of the cursor remains with the current level. All text to the right of the cursor is removed from the current level and is inserted into a new level at the same indent depth as the current level, which is inserted immediately after the current level. For example, if the current level is 03. in an outline with levels 01. - 05., a Split level will shift the current levels 04. - 05. up to 05. - 06, and create a new level 04. with the text on the right side of the cursor. [Alt+S].</td></tr>
</table>

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Join Levels</td><td>This option allows the user to combine the text of the current level with the text from the next level. The next level is defined as either the succeeding level at the same indent depth as the current level, or the level immediately following the current level with an indent depth greater or equal to that of the current level (a sibling or child level). This distinction is determined by the setting of the Allow Joins with Children option by selecting the Edit menu and choosing the Preferences option while in the Outline Editor. Any children of the joined level are added to the end of the children for the joined to level. In no case can a level be joined with another level at a lesser indent depth. For example, if level 02.c. is the current level and 03. is the next level, a Join is not allowed. [Alt+J].

For example: The current level is 03., which has two children, the following level is 04. with three children. If the Allow Joins with Children attribute is set, a join will add the text of 03.a. to the end of the text for 03. level 03.b. will become 03.a. If the Allow Joins with Children attribute is not set, a join will add the text of 04. to the end of the text for 03. Levels 04.a. through 04.c. will become 03.c. through 03.e.</td></tr>
<tr><td>Move Level(s)</td><td>Allows the user to move the current level or family of levels up or down the outline structure. This option will normally result in the user being prompted to select the group of levels (Current or Family only) to move. Levels may only be moved within the current indent depth, or within their siblings. To move a level across the border of an indent depth, promote or demote the level first.</td></tr>
<tr><td>Promote Family</td><td>Allows the user to decrease the indent depth of the current family of levels. This option functions on the current family only. Levels at indent depth one cannot be promoted any more. When a family is promoted, its parent level ID is incremented and inserted after the current parent level. For example, promoting the level 01.c. would result in 01.c. becoming 02., and any old levels 02. through the end of the outline would become 03. through the end of the outline plus one.</td></tr>
<tr><td colspan="2"><table>
<tr><th><u>Before Promote</u></th><th><u>After Promote</u></th></tr>
<tr><td>01. Some parent text
a. some text 1
b. some text 2
c. some text 3
(01) some child text
d. some text 4
e. some text 5
f. some text 6
g. some text 7</td><td>01. Some parent text
a. some text 1
b. some text 2
c. some text 4
d. some text 5
e. some text 6
f. some text 7
02. some text 3
a. some child text</td></tr>
</table></td></tr>
<tr><td>Demote Family</td><td>Allows the user to increase the indent depth of the current family of levels. This option functions on the current family only. Levels at the maximum indent depth cannot be demoted any more. When a family is demoted, its parent level ID is decremented and inserted before the first child of the previous sibling level. For example, demoting the level 01. c. would result in 01. c. becoming 01. b. (01), and an old level 01. b. (01) would become 01. b. (02) and so on through the new siblings.

Note: The first child in a family cannot be demoted, since it would not have a parent but only a grandparent.</td></tr>
</table>

Option	Description
	Before Demote 01. Some parent text a. some text 1 b. some text 2 c. some text 3 (01) **some child text** d. some text 4 e. some text 5 f. some text 6 g. some text 7 **After Demote** 01. Some parent text a. some text 1 b. some text 2 (01) **some text 3** (a) some child text c. some text 4 d. some text 5 e. some text 6 f. some text 7
Flatten Outline	Renumbers an outline using only the first indent depth. If more than 950 levels exist for this indent depth, the next 950 levels are at indent depth 2, and so on until all the levels are renumbered. This allows the user to move levels around without concern to the rules for moving a level across indent depth boundaries.
Renumber Outline	Provides the user a method of resequencing the headers of an outline should they become non-contiguous for some reason. The procedure will attempt to retain the format of the outline, keeping the indent structure. If it cannot do this for any reason, the outline will basically be flattened.
Spell Check	Spell checks the entire outline text, prompting the user whenever misspelled words are encountered.
Set/Reset Leader	This option toggles the Leader flag for the current level. **Leader Flag** Tasks are denoted by an asterisk (*) to the left of the level heading. *This option is only available in the **Collective** Module, Collective Task T&EOs.* **[Ctrl+L]**.

9.5.1.6 Outline Editor Window Menu

Refer back to section 9.3.1.5 for details on this menu option.

9.5.1.7 Outline Editor Help Menu

Refer back to section 9.3.1.6 for details on this menu option.

9.6 ASAT Calendar

To assist in filling in date fields, ASAT includes an optional calendar that is accessed by a double left mouse click while in a date field. The default calendar setting is the current date. The single arrow buttons change the month. The double arrow buttons increase or decrease the year.

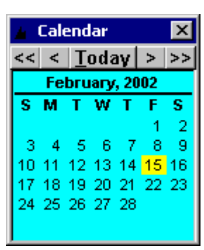


Figure 9-69: Calendar Window

After positioning the calendar on the desired month and year, click on the desired day of the month. To automatically enter the selected date in the date field, press the **[Enter]** key or double-click on the day. The calendar will no longer display and the date field will be filled with the selected date.

9.7 ASAT Wizards

The ASAT Wizard is a device designed to make creating and editing ASAT products and information a much simpler task. For example, the **Mission Training Plan (MTP) Wizard** will take you step-by-step through most of the decision-making and linking processes to create an MTP instead of having to go to the tab folders to do extensive linking.

- **Wizard Edit Options**

From the first wizard screen shown in the following example, you are presented with a list of all of the MTPs in ASAT and a choice of **Copy**, **Create**, and **Edit**.

Note: *Selecting the MTPs with links option on this screen displays only MTPs with links to tasks.*

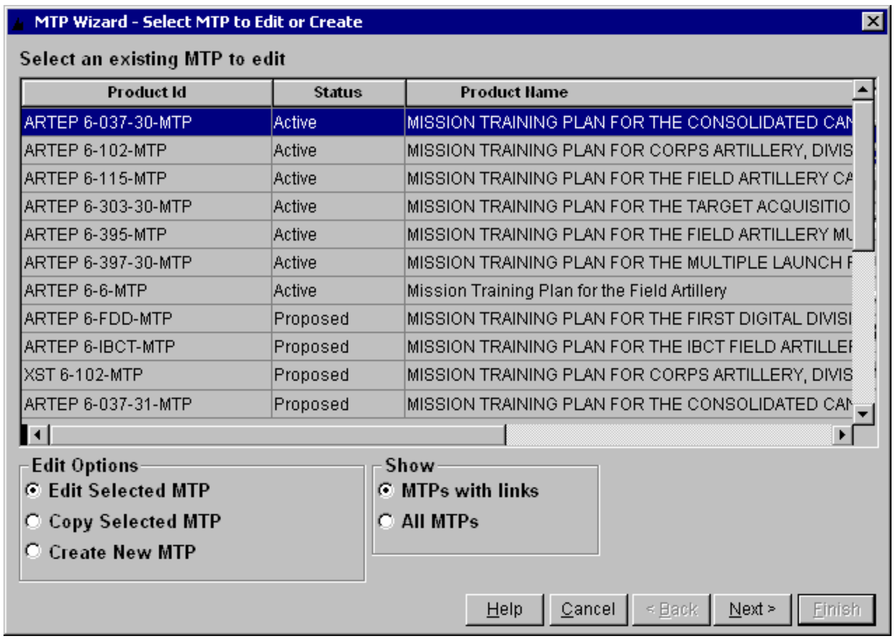


Figure 9-70: Select Edit Options Wizard

In this example; **Edit** will allow you to alter an already existing MTP, **Copy** will allow you to clone an existing MTP for your purposes, and **Create** allows you to create a new MTP. There are five buttons at the bottom of each Wizard window area as follows:

Button	Description
Help	Opens the help information for the current wizard window.
Cancel	Exits the wizard without saving changes and returns to the Power Panel.
Back	Returns to the previous window and maintains data on current window.
Next	Proceeds to the next wizard window.
Finish	Saves all changes to the database, exits, and returns to the Power Panel.

- **Wizard Linking**

Some wizard pages provide the capability to link related data to the record being edited by the wizard. The typical wizard window for linking data has three panes as shown in Figure 9-71.

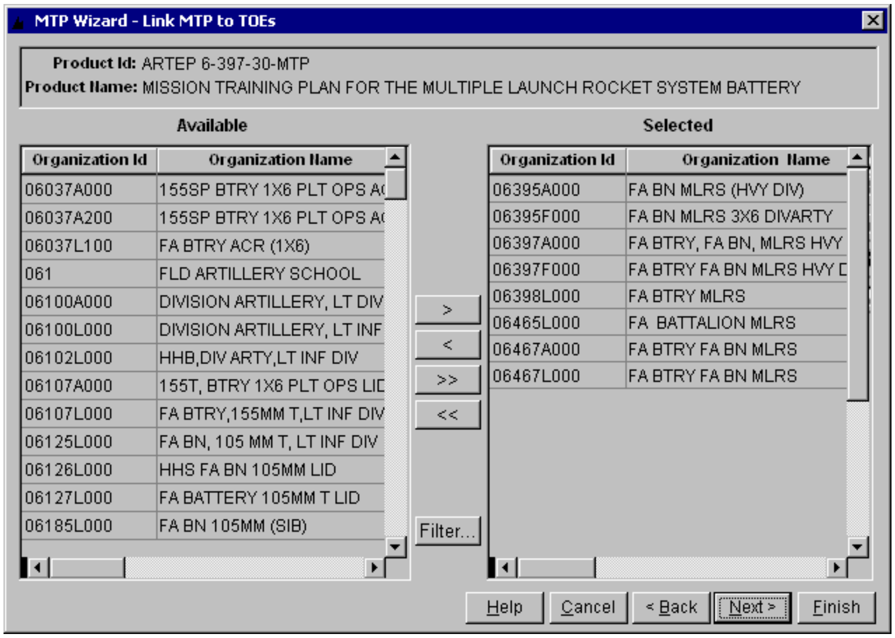


Figure 9-71: Example of a typical wizard-linking window

- The top pane is the header and contains the product identifying number and name. This tells you to what you are linking data.
- The left pane is labeled "**Available**". This pane is the **picklist** of available choices for linking to the header pane item. If the **picklist** is large, the filter window will automatically appear. Some wizard windows will provide a **Filter** button to use. Each time the filter is changed, the **Available picklist** will be repopulated. If the picklist does not contain a desired choice, an **Add** button may be available for adding new choices to the picklist. If not, you must go through the Power Panel, **Support** Module to find the appropriate table and insert a new record to input the desired choice. The next time you use the wizard, the choice will be available.
- Records shown in the right pane labeled **Selected** are currently linked to the header pane item.

  Note: *In the* ***Available*** *or* ***Selected*** *picklists, you can sort the data in any column by double-clicking on the column title.*

- **Functions Performed on the Grid**

In the example of a typical wizard-linking window shown previously, the header pane shows an MTP number and name. The left pane is the **picklist** of all or filtered available collective tasks. The right pane is the list of collective tasks that are linked to be MTP. Records in the window on the left are available for linking. Records can be moved between the two lists by:

- Selecting records in the list using the mouse. (Click, Control-Click, and Shift-Click).
- Dragging the selected records to the other list, or by using one of the following move record buttons:

Button	Description
>	Move the selected records from the available list to the selected list.
<	Move the selected records from the selected list to the available list.
<<	Move all of the records in the available list to the selected list.
>>	Move all of the records in the selected list to the available list.

- **Wizard Synopsis Report**

At the end of the Wizard you will receive a *Further Options* window (Figure 9-72) to elect a Wizard Synopsis report as shown in the following example:

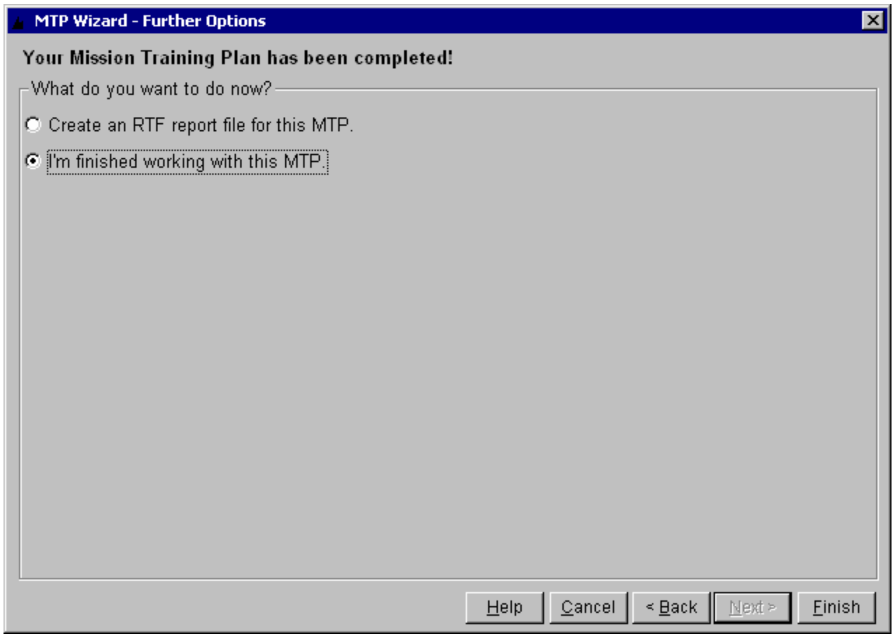


Figure 9-72: Wizard Further Options Window

At this point you can create an RTF report file for the completed task or exit the Wizard. After making a selection, an *Update Change History* window (Figure 9-73) will display to enter a summary of the information shown as follows:

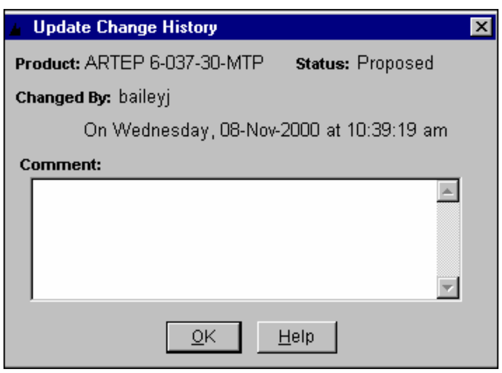


Figure 9-73: Update Change History Window

The *Update Change History* window allows you to enter a summary/history audit trail on the task. Click **OK** when done.

9.8 ASAT Online Help

The **Help** menu is available on the menu bar throughout ASAT to provide online assistance to the ASAT user. Where applicable, Help buttons are also provided on the screen to access current screen help.

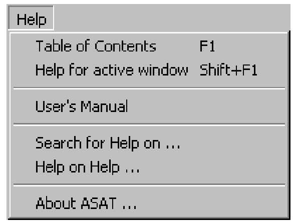


Figure 9-74: Online Help Menu

Option	Description
Table of Contents	Provides access to the Help table of contents, which includes topics such as General ASAT Information (ASAT Overview, Frequently Asked Questions, New Features), and links to lead-in topics for each of the Modules of ASAT.
Help for active window	Displays help for the current window **[Shift +F1]** or click the **Help** toolbar button .
User's Manual	Displays the ASAT User's Manual. This feature is enabled after a copy of the ASAT User Manual is downloaded from the ASAT Website. Check with your System Administrator if this feature is not activated on your PC.
Search for Help on	Displays the ASAT help index arranged alphabetically by keywords.
Help on Help	Provides access to the Windows help file.
About ASAT	Displays a window identifying the ASAT Release Number, the Database Version, and the Site identification of the currently loaded ASAT along with the ASAT Homepage address.

9.9 ASAT Shortcut Menu (Toolbar Options)

The major ASAT shortcut menu options are listed as follows. These options appear on the primary grids and tabs in ASAT (e.g., collective tasks, and individual tasks.) Some shortcut menu options not listed here only appear for specific functions in ASAT (e.g., quick glossary shortcut toolbar.) These options are described in the applicable sections in the user's guide and in the online help system.

Option	Description
Power Panel	Accesses the ASAT Power Panel providing access to all the functionality of ASAT.
Quick Access	Accesses the Quick Access option.
Print	This option accesses a menu to select print options for selected records. **[Ctrl+P]**.
Refresh	Updates the grid with the most current records from the database.
Save/Update Database	Saves the changes made to the data in the currently edited row or record. The record remains in the edit mode. **[Ctrl+S]**.
Undo	Reverses the last text operation the user performed. Only simple, single level undo is currently implemented. **[Ctrl+Z]**.
Cut	Cuts or moves the currently selected text from the current window to the Windows clipboard. **[Ctrl+X]**.
Copy	Copies the currently selected text from the current window to the Windows clipboard. **[Ctrl+C]**.
Paste	Inserts a copy of the text in the Windows clipboard into the current window at the current insertion point or cursor position. **[Ctrl+V]**.
First Row	Makes the first row on the grid the current row.
Previous Row	Makes the previous row on the grid the current row.
Next Row	Makes the next row on the grid the current row.

Option	Description
Last Row	Makes the last row on the grid the current row.
Find Text	Allows the user to search the current column or all columns in the entire grid for a word or phrase. The search will begin in the row and column containing the insertion point (cursor) and continue to the end of the grid rows. **[Ctrl+F]**.
Find Next Text	Finds and selects the next occurrence of the word or phrase entered using the Find Text option. **[Ctrl+N]**.
Sort Records	Sorts the grid according to user specified criteria. **[Ctrl+Alt+S]**. The grid may be sorted on up to five fields.
Filter By Linked Data	This selection allows the user to limit the amount of data retrieved from the database server. This option is described in detail in section 9.2, Filters.
Insert Record	Allows the user to insert a new record into the grid. The new record is then placed in edit mode. **[Ctrl+Ins]**.
Edit Record	Places the record in the current row in edit mode. **[Ctrl+E]**.
Delete Record	Allows the user to delete the data in the current row. **[Ctrl+Del]**.
Spell Check	Spell checks the current record. The record must be in the edit mode to activate Spell Check.
Multimedia	Provides access to multimedia associated with the record.
Related Data	Accesses a tab folder with additional information for the current row or record.
Outline Editor	Provides access to the Outline Editor for entry or viewing of Field Manual chapters and paragraphs or task steps.
Help	This option accesses the ASAT help system for the active window.
Search Help	This option provides access to the ASAT Help index.
Close Current Window	This option is used to exit the current window. **[Ctrl+F4]**.
Exit	Terminates ASAT, closing the database. Any data that has been altered will result in Save prompts being displayed. **[Alt+F4]**.

9.10 RTF Edit Window and RTF Edit Tab

The RTF Edit window and the **RTF Edit** tab offer word processor like functions with advanced abilities to create, format, and edit text. The **RTF Edit** tab appears on many tab folders used in the development of Lesson Plans. The RTF Edit window appears when the user selects an **Edit** button located on various ASAT screens found under the following Power panel menu options:

Individual
Create/Edit STP
Create/Edit Lesson Plans
Create/Edit Training Support Packages (TSP)

Collective
Create/Edit MTP/Drill Book

The major features of the RTF Edit window and the RTF Edit tab are as follows:

- RTF Support
  - Users can load and save text documents in Rich Text Format (RTF)

- Expanded word processing features such as:
  - increased text entry capability
  - advanced paragraph formatting
  - horizontal ruler

- formatting toolbar
- text alignment
- full keyboard and mouse interface
- spell checking
- font selection
- tab setting
- cut/copy paste features
- insert file capabilities

- Image Embedding

- BMP and WMF images can be embedded in your STP and MTP/Drill Book documents.

Details on using the RTF Edit window and the **RTF Edit** tab are provided in the following sections.

9.10.1 RTF Edit Window

The RTF Edit window appears when the **Edit** button 

is clicked on the following tab folders in ASAT:

MTP Sections Tab
STP Sections Tab
Lesson Plan Step/Activity Data Tab
Lesson Plan Practical Exercise Data Tab

An example of an RTF Edit window is shown in Figure 9-75:

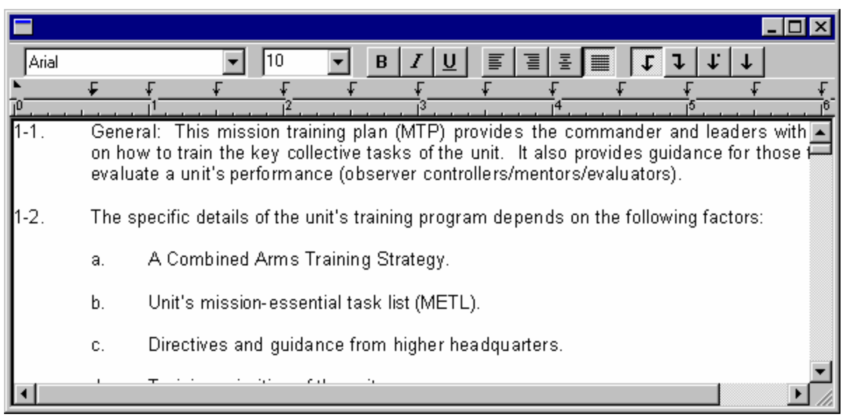


Figure 9-75: RTF Edit Window

The RTF Edit window is used to enter or insert sentences and paragraphs of textual information in relation to the selected record. The RTF Edit window allows for large text entries. The **[Enter]** key will start a new line within the window.

> ***Note:*** *You should click in the window to position the cursor before entering text. Data typed in the edit window automatically word wraps. Information printed on a report may not appear exactly as displayed in the window due to formatting within the particular report.*

Seven menus and a separate toolbar are available to assist in making text entries and modifications:

1. The RTF Edit Window File Menu
2. The RTF Edit Window Edit Menu
3. The RTF Edit Window View Menu
4. The RTF Edit Window Insert Menu
5. The RTF Edit Window Format Menu
6. The RTF Edit Window Tool Menu
7. The RTF Edit Window Shortcut Menu

These options provide editing capabilities similar to many Windows type word processors. Each option is described in the following sections.

9.10.1.1 Standard Toolbar

The **RTF Edit window - Standard Toolbar** is located at the top of the RTF Edit window shown in Figure 9-76:

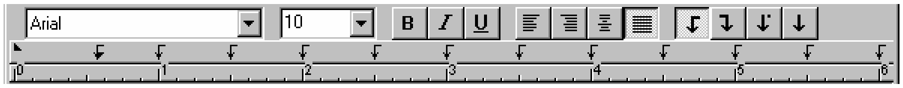
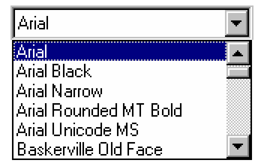


Figure 9-76: Standard Toolbar

The options can be activated or deactivated for display through the **View** menu option. Refer to section 9.10.1.4 for details on the **View** menu.

> ***Note:*** *In addition to the options shown at the top of the screen, a status bar is available at the bottom of the document window with information about a command, an operation in progress, or the location of the insertion point.*

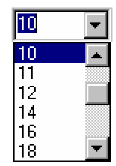
The options available on the window are described as follows:



Font:

From this drop-down list box, the user can choose the desired font type (e.g., Arial, Helvetica, etc.) The drop-down picklist displays the font selection on your computer.

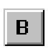
> ***Note:*** *STP and MTP reports default to Arial. TSP/Lesson Plan reports accept Arial, Helvetica, Century Schoolbook, and Symbols for entries made in the RTF Edit window. The remainder of the TSP/Lesson Plan report uses Arial.*



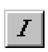
Size:

From the drop-down list box, the user can change or enter the size of the font type.

> ***Note:*** *STP and MTP reports default to 10 point. Text entries for TSP/Lesson Plan reports will reflect the size selected. Automatic entries on the TSP/Lesson Plan report use 10 point.*

Bold Formatting 

This button option allows the user to apply bold formatting to text or numbers. If the selection is already bold, clicking the button removes the bold format.

Italic Formatting 

This button option allows the user to apply italic formatting to text or numbers. If the selection is already italicized, clicking the button removes the italic format.

Underline Formatting 

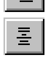
This button option allows the user to apply underline formatting to text or numbers. If the selection is already underlined, clicking the button removes the italic format.

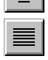
Alignment Options

The alignment button options are used to adjust the text into one of the following formats:

 Left justifies text

 Right justifies text

 Center justifies text

 Justifies text both left and right

Tab Options

The tab button options are used to set tab stops. Select one of the tab formats listed below then click on the horizontal ruler where you want to set a tab stop. Tabs can be removed by dragging them off the ruler with the mouse. The tab options are as follows:

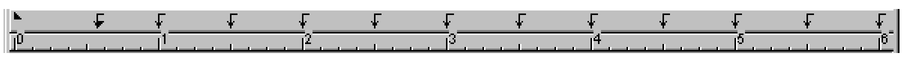
Left side tab: Types information to the left of the cursor.

Right side tab: Types information to the right of the cursor.

Decimal tab: Establishes where the decimal will position but does not automatically enter the decimal. Entries with or without decimals will align appropriately when entered.

Center tab: Centers text or numbers.

Horizontal Ruler



Horizontal Ruler

The markers on the horizontal ruler display settings for the paragraph. To change the settings for indents, margins, and column widths, drag the markers (top and/or bottom) on the horizontal ruler to the desired location. You can drag tab markers off of the ruler to remove tabs. You can also click on the bar above the ruler to insert tabs at the desired locations.

> ***Important Note:*** *Be sure to press the* ***[Enter]*** *key to add a carriage return after the last line of text when done using the Horizontal Ruler. This ensures that the format will appear correctly on the report.*

9.10.1.2 RTF Edit Window – Mouse and Keyboard Commands

In addition to using the toolbar, the following mouse and keyboard commands can also be used to format, insert, and move the text control.

Mouse Assignment

Mouse Action	Reaction of Text Control
Click	Moves cursor to point of click or selects an image.
SHIFT+Click	Extends the selection to the point of click.
Double-click	Selects the word that is clicked on or opens a modal dialog box to select an image alignment.
Drag	Selects text from point of button down to point where button is released.
Double-click and drag	Extends the selection from word to word.
Triple-click and drag	Extends the selection from row to row.
PgUp/PgDown	Scrolls the text up or down one client area height minus the height of one line of text. Active only if a vertical scrollbar exists.

Moving the caret while SHIFT is pressed extends the current selection to the new caret position.

Keyboard Assignment

Key type	Reaction of Text Control
HOME	Moves the caret to the beginning of the line.
END	Moves the caret to the end of the line.
(Left Arrow)	Moves the caret one character to the left.
(Right Arrow)	Moves the caret one character to the right.
(Up Arrow)	Moves the caret one line up.
(Down Arrow)	Moves the caret one line down.
CTRL+(Left Arrow)	Moves the caret to the beginning of the current word.
CTRL+(Right Arrow)	Moves the caret to the beginning of the next word.
CTRL+HOME	Moves the caret to start of text.
CTRL+END	Moves the caret to end of text.

Key type	Reaction of Text Control
CTRL+ENTER	Inserts a new page.
SHIFT+ENTER	Creates a line feed.
CTRL+(-)	Inserts an end-of-line hyphen.
DEL	Deletes selected text.
SHIFT+DEL	Copies selected text to the Clipboard and deletes the selection.
CTRL+INS	Copies selected text to the clipboard.
SHIFT+INS	Inserts text from the clipboard.
CTRL+SHIFT+(Spacebar)	Inserts a non-breaking space.
CTRL+(Backspace)	Deletes the previous word.

Moving the caret while SHIFT is pressed extends the current selection to the new caret position.

9.10.1.3 RTF Edit Window – File Menu

The RTF Edit window - **File** menu (Figure 9-77) provides the same options as the ASAT **File** menu options with the exception of a **Save As** function that appears only for the RTF Edit window **File** menu option. This feature allows the user to save a copy of the active document with a different name, a different location on the folder, or as a different type (e.g., DOS, MS Word document.) Refer to section 9.3 or section 9.4 for details on the ASAT **File** menu options.

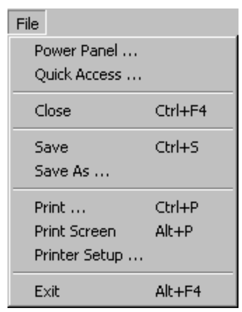


Figure 9-77: File Menu

9.10.1.4 RTF Edit Window – Edit Menu

The RTF Edit window - **Edit** menu (Figure 9-78) provides text and clipboard support for the active window. The Windows clipboard can be used to transfer text information between different windows or between ASAT and other applications. This menu is accessed by clicking the **Edit** menu option at the top of the screen, which brings up the following menu options:

Figure 9-78: Edit Menu

Option	Description
Undo/Redo	These options will reverse (undo) or put back (redo) the last text operation the user performed. **[Ctrl + Z]**
Cut	This option cuts or moves the selected text from the current window to the Windows clipboard. **[Ctrl + X]**

Option	Description
Copy	This option copies the selected text from the current window to the Windows clipboard. **[Ctrl + C]**
Paste	This option inserts a copy of the text in the Windows clipboard into the current window at the insertion point. **[Ctrl + V]**
Clear	This option functions in one of two ways: If any text is selected in the current field, that text is deleted. If no text is selected, the entire field text is deleted.
Select All	This option selects all the text in the current row of the current window. **[Ctrl + A]**
Find Text	This option allows the user to search the text for a word or phrase. The search will begin at the insertion point. Searches may be case sensitive if the **Match Case** check-box is checked. The **Direction** check-box will cause the search to proceed either up or down. The **Find Next** button will find the next instance of the search item. A long search may be terminated while it is in process by pressing the **Cancel** button.
Replace Text	This option allows the user to search the text for a word or phrase and replace it with some other text by selecting the **Replace** button. After specifying the text to search for and the text to replace it with, the user may select to replace all instances of the search string found in the text by selecting the **Replace All** button. Searches may be case sensitive if the **Match Case** check-box is checked. The **Find Next** button will find the next instance of the search item. Select the **Cancel** button to exit from the function.

9.10.1.5 RTF Edit Window – View Menu

The RTF Edit window - **View** menu (Figure 9-79) provides more versatile ways to limit how the data is viewed on the window. This menu is accessed by clicking **View** at the top of the screen, which brings up the following menu options.

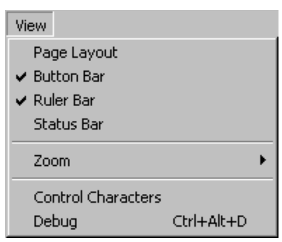


Figure 9-79: View Menu

A checkmark appearing next to an option title indicates that the option is currently activated. The options are as follows:

Option	Description
Page Layout	Switches the active document to page layout or page break preview. Page layout view displays your document as it appears in the window. You can use the **File** menu, **Print** option to print the window data. ***TIP:*** *The page layout on the screen may not match the layout on a printed report due to individual report formatting.*
Button Bar	Activates or deactivates the view of the button bar.
Ruler Bar	Activates or deactivates the view of the horizontal ruler bar.
Status Bar	Activates or deactivates the view of the status bar.
Zoom	Controls how large or small the text appears on the window.
Control Characters	Activates and deactivates the view of nonprinting characters such as tab and space characters, paragraph marks, and hidden text.

9.10.1.6 RTF Edit Window – Insert Menu

The RTF Edit window - **Insert** menu (Figure 9-80) allows you to insert material and special formats into the active window. This menu is accessed by clicking the **Insert** option at the top of the screen. The following options appear, described as follows:

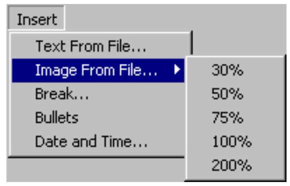


Figure 9-80: Insert Menu

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td>Text from File</td><td>
This option is used to insert a selected file into the active window at the insertion point. A window with the RTF files and folders in the drive appears as shown below:

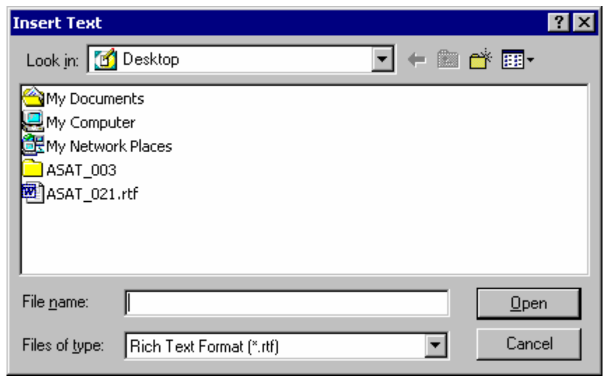


Figure 9-81: Insert Text Window

Click the drive or folder that contains the file you want. The contents of the drive or folder you select appear in the folder list. After making a selection, click the OK button to process the insert or click the Cancel button to cancel the insert process.

Note: When developing a TSP or Lesson Plan, tables can be inserted ONLY when using the Step/Activity Data tab Edit button. Reports <u>will not run</u> if tables are inserted elsewhere in the TSP or Lesson Plan.
</td></tr>
<tr><td>Image from File</td><td>
This option is used to insert an existing image in the active window at the insertion point. Note: This option is disabled for TSP/Lesson Plan. A menu, which allows you to choose the size you want the image to be in the active window, appears. After making an image size selection, a new window appears containing the graphic files and folders in the drive as shown in the following example:

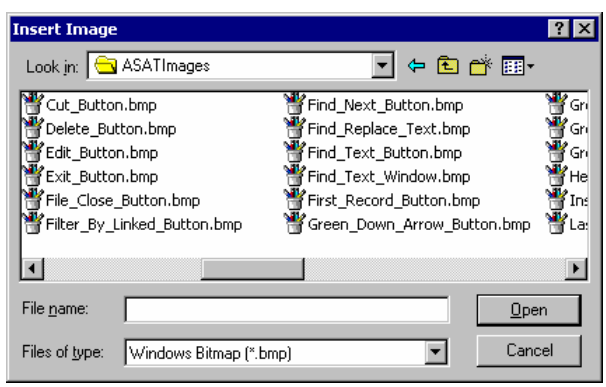


Figure 9-82: Insert Image Window
</td></tr>
</table>

<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td></td><td>Click the drive or folder that contains the graphic file you want. The contents of the drive or folder you select appear in the folder list. After making a selection, click the OK button to process the insert or click the Cancel button to cancel the insert process.</td></tr>
<tr><td>Break</td><td>This option allows you to insert a page break at the insertion point.</td></tr>
<tr><td>Bullets</td><td>This option adds a bullet in front of the selected text. The bullet will take the size of the font you are currently working in. To change the font size, select the Format menu and choose the Font option.

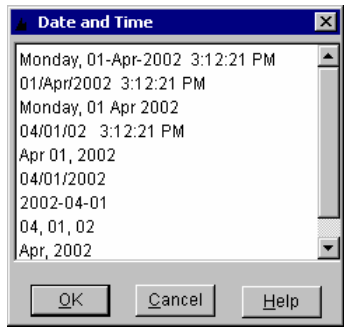
TIP: Deleting a bullet may necessitate realigning the left margin on the ruler bar.</td></tr>
<tr><td>Date and Time</td><td>This option allows you to select a date/time combination to insert in the RTF Edit window. A window similar to the example shown appears:


Figure 9-83: Date and Time Window

Highlight the desired date/time combination and click the OK button to process the selection. Click the Cancel button if you want to exit the function without making a selection.</td></tr>
</table>

9.10.1.7 RTF Edit Window – Format Menu

The RTF Edit window - **Format** menu (Figure 9-84) allows the user to adjust text into the desired format. This menu is accessed by clicking **Format** at the top of the screen, which brings up the following menu options. The options are described as follows:

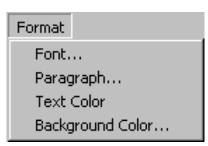


Figure 9-84: Format Window

Option	Description
Font	Allows you to change the font and font attributes of the selected text. ***Note:*** *STP and MTP reports default to Arial. TSP/Lesson Plan reports accept Arial, Helvetica, Century Schoolbook, and Symbols for entries made in the RTF Edit window. The remainder of the TSP/Lesson Plan report uses Arial.*
Paragraph	Allows you to change the paragraph indents, text alignment, line spacing, pagination, and other paragraph formats for the selected text. ***TIP:*** *Recommend running the report to view impact of automatic report formatting on formats entered using this option.*
Text Color	Allows you to change the color of the selected text.
Background Color	Allows you to shade the background color of the text.

9.10.1.8 RTF Edit Window – Tool Menu

The RTF Edit window - **Tool** menu (Figure 9-85) is used to check the spelling of the text in the active window. Click **Tool** at the top of the screen to access the following menu.

Figure 9-85: Tools Menu

The **Spell Check** option allows the user to check the spelling of the text for possible spelling errors. A prompt appears to let the user know when the spell check is complete.

9.10.1.9 RTF Edit Window – Shortcut Menu

The RTF Edit window - **Shortcut** menu (Figure 9-86) options are accessed by right-clicking the mouse button in the edit window area which brings up the following menu options.

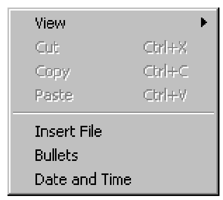


Figure 9-86: Shortcut Menu

Option	Description
View	This option brings up the following view selections:  **Figure 9-87: View Selections** **Button Bar** Activates or deactivates the view of the button bar. **Ruler Bar** Activates or deactivates the view of the horizontal ruler bar. **Status Bar** Activates or deactivates the view of the status bar. **Control Characters** Activates or deactivates the view of nonprinting characters such as tab and space characters, paragraph marks, and hidden text.
Cut	This option cuts or moves the selected text from the current window to the Windows clipboard. **[Ctrl + X]**
Copy	This option copies the selected text from the current window to the Windows clipboard. **[Ctrl + C]**
Paste	This option inserts a copy of the text in the Windows clipboard into the current window at the insertion point. **[Ctrl + V]**
Insert File	This option is used to insert a selected file into the active window at the insertion point. A window with the RTF files and folders in the drive appears as shown in Figure 9-88:

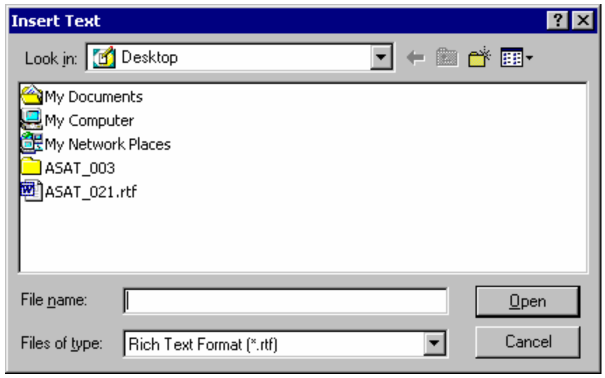
<table>
<tr><th>Option</th><th>Description</th></tr>
<tr><td></td><td>


Figure 9-88: Insert Text Window

Click the drive or folder that contains the file you want. The contents of the drive or folder you select appear in the folder list. After making a selection, click the **OK** button to process the insert or click the **Cancel** button to cancel the insert process.

Note: *When developing a TSP or Lesson Plan, tables can be inserted ONLY when using the* ***Step/Activity Data*** *tab* ***Edit*** *button. Reports <u>will not run</u> if tables are inserted elsewhere in the TSP or Lesson Plan.*
</td></tr>
<tr><td>Bullets</td><td>
This option adds a bullet in front of the selected text. The bullet will take the size of the font you are currently working in. To change the font size, select the **Format** menu and choose the **Font** option.

TIP: *Deleting a bullet may necessitate realigning the left margin on the ruler bar.*
</td></tr>
<tr><td>Date and Time</td><td>
This option allows you to select a date/time combination to insert in the RTF Edit Window. A window similar to the example shown appears:

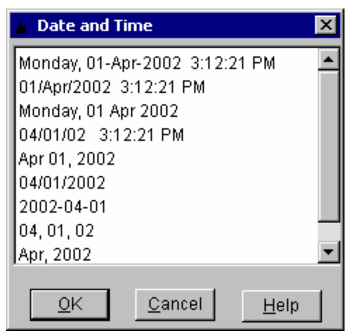


Figure 9-89: Date and Time Window

Highlight the desired date/time combination and click the **OK** button to process the selection. Click the **Cancel** button if you want to exit the function without making a selection.
</td></tr>
</table>

9.10.2 RTF Edit Tab

The **RTF Edit** tab appears for various tab folder selections used under menu option **Create/Edit Lesson Plans**. An example of an **RTF Edit** tab is shown in Figure 9-90 for the **Student Evaluation-Testing Requirements** tab.

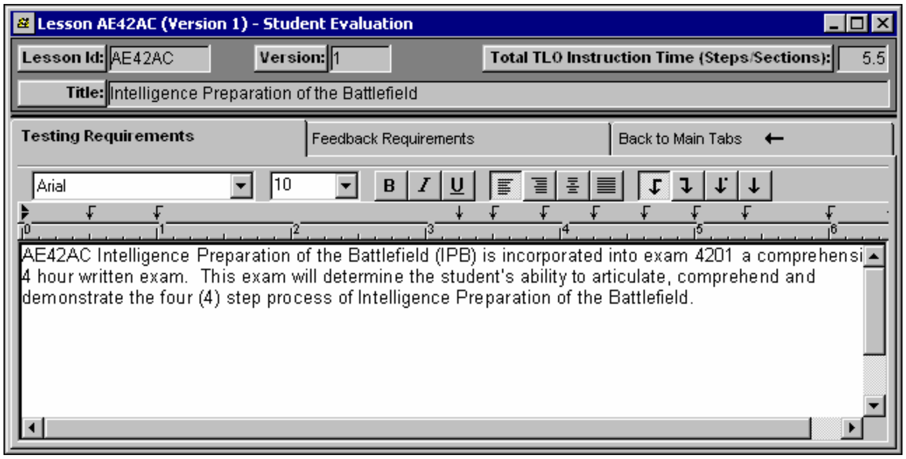


Figure 9-90: RTF Edit Tab

The standard toolbar and menu options are identical to the RTF Edit window. Refer back to section 9.10.1 for details.

9.11 Import/Export ASAT Data

The import and export features provide a way for you to transfer data from one ASAT working database to another. The general operation is as follows:

1. Export data from your current ASAT working database into a transfer database.
2. Send the transfer database to another user (E-Mail, U.S. Mail, ftp, LAN copy, etc.)
3. The recipient can selectively import data from the transfer database into his or her current ASAT working database.

9.11.1 Importing ASAT Data

> ***Note:*** *Complete details on the import process are provided in section 8.6 and the online help under the import subject.*

1. Choose an **Import** function.

From the Power Panel, on the **Tools** tab, there are two import options. The **Import** option allows users to import new records into their database. The **Import Update** option brings new records into the user's database and updates any records that already exist (refer to Chapter 8 or the online help for complete details on the two import options.)

2. Select the source database.

ASAT shows you a *Select Database Profile* window (Figure 9-91) for you to select the source database. Your current database is the destination database for the transfer (copy) of data. For the import, selecting this profile is selecting the source database (the one from which you are copying.)

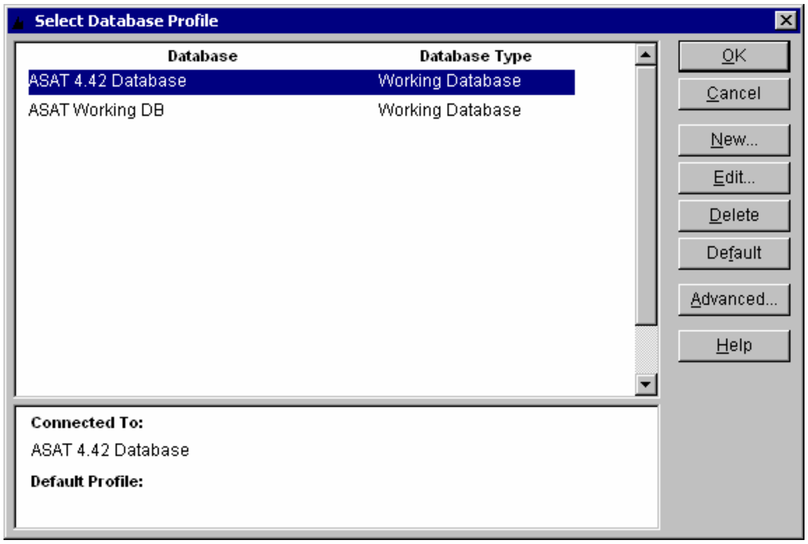


Figure 9-91: Select Database Profile Screen

The button features on this window are explained in section 8.6 and the online help. The basic functions of the button options are as follows:

The **OK** button selects the currently highlighted database profile. ASAT will then attempt to open a connection to the selected database.
The **Cancel** button closes down this window, and cancels any changes made by the user.
The **New** button allows the user to define a new database profile.
The **Edit** button allows the user to edit an existing database profile.
The **Delete** button will delete the currently highlighted database profile.
The **Default** button defines the highlighted database profile as the default profile when starting ASAT. The initial login window will attempt to attach to the default database.
The **Advanced** button allows fine-tuning of the connection parameters used to connect to the database server. These options may have to be adjusted based on the network protocols in use at the user site.
The **Help** button provides help information for the current screen.

3. Select a type of import.

ASAT shows you a window, which indicates a type of import (for example, collective tasks, individual tasks, products, etc.) shown in the following example:

> ***Note:** A logon screen first appears if the source database selected is a working database. To attach to a different database, click the **Cancel** button at this screen or press **[Esc]**.*

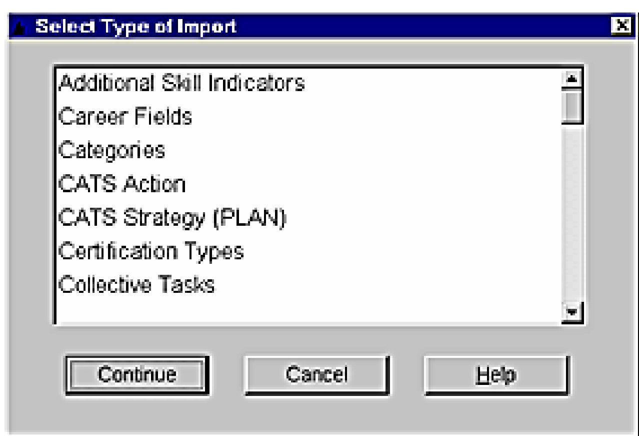


Figure 9-92: Select Import Window

4. Select the filter criteria.

Next, a filter window opens (if the type of data selected for the import necessitates), allowing the user to select filter criteria for the record(s) to be listed for importing. After the filter is selected, the following window demonstrates the list of records to be imported.

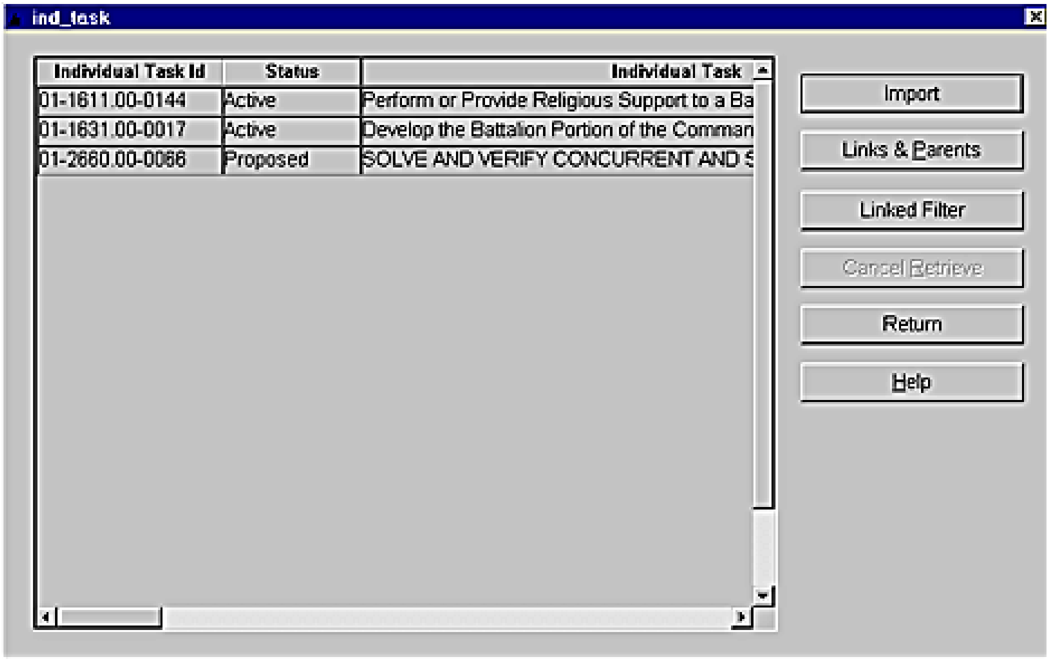


Figure 9-93: Select Individual Task to Import Window

As shown in Figure 9-93, you can begin the **Import** process, change the **Links & Parents** default settings, **Link a Filter** (filters the master records by data that is in the master records), **Cancel Retrieve** of records, or **Return** to select the type of data to be imported. If the user clicks the **Links & Parents** button, then the following window opens (Figure 9-94):

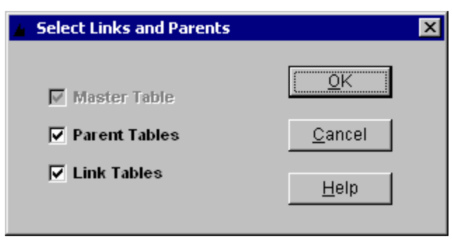


Figure 9-94: Select Links and Parents

On this window, the user can narrow down the data to be copied and include parent tables and/or link tables. In most cases users should import both link and parent tables. The Master tables are always copied. After this window is closed, then the previous window becomes active again.

5. Monitor the Data Transfer.

After starting the import, a status window displays during the transfer allowing you to monitor the progress of the data transfer (copy).

> ***Note:*** *If the transfer involves movement of multimedia data, you will be presented with a prompt asking you to decide if you want ASAT to renumber the media being transferred or if you want ASAT to use the existing numbers for the transfer. This prompt appears so that information from the source database will not accidentally be overwritten by the target database.*

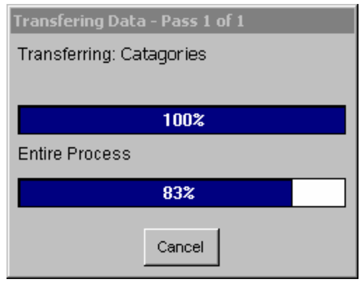


Figure 9-95: Transfer Data Status Window

6. Note any database errors.

Database errors generally occur because the information is already in the target database (in the case of choosing the **Import** function <u>without</u> **Update** option on the Power Panel), or the information has been imported more than once by the specific import process. If this happens, a *Transfer Error Log* screen (Figure 9-96) will appear.

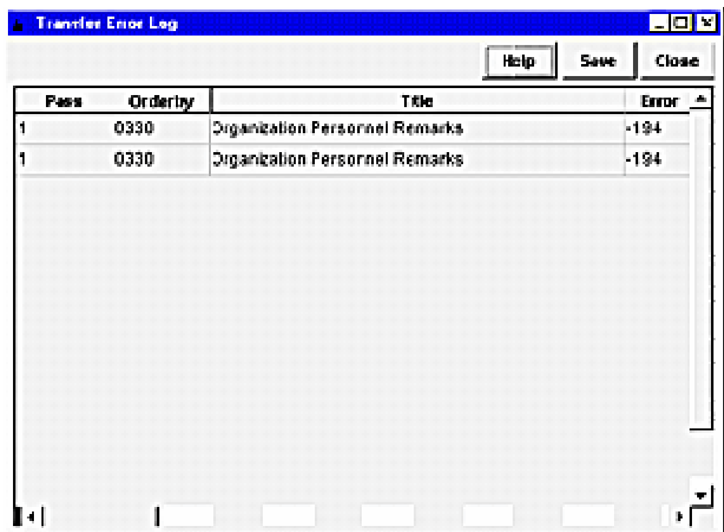


Figure 9-96: Transfer Error Log Screen

This screen shows the type of error, the error number, and an error message. Click the **Save** button to save the Error Log to your folder.

7. Click **OK** at the import completion prompt.

When the import is completed, a message box appears. Click the **OK** button to continue. The ASAT Power Panel will appear.

Contact your ASAT system administrator if you are having difficulty connecting to the database.

9.11.2 Exporting ASAT Data

1. Select the rows to export.

From one of the ASAT grid or tab folder windows (most support exports), highlight rows by clicking the row number. You can use shift and control clicks to highlight multiple rows.

2. Select the **File/Export** menu option.

If the menu option is disabled (grayed out), then you cannot export from that particular grid.

3. Select master, parent, and/or linked data.

Your response tells ASAT whether you want master, linked, and/or parent data. The master data are the rows that you highlighted and are always exported. The parents are rows that are from other master tables that are related to a particular row you are exporting. The links are rows that link the master table with the other master tables. Refer back to section 9.11.1 for a display of the *Links and Parents* screen and details.

4. Select the transfer database that will receive the data.

The database profile screen will come up and allow you to select an existing transfer database, or create a new one. For the export, selecting this profile is selecting the target database (the one to which you are copying.) Refer back to section 9.11.1 for a display of the *Select Database Profile* screen and details.

5. Select *Yes* at the prompt to replace the existing file or select *No* at the prompt to merge the file being exported in the existing file.

ASAT will prompt you to either completely replace the transfer database or merge to the data that is already in the transfer database. In the case of a new transfer database, both replace and merge mean the same thing since you start with an empty transfer database.

6. Monitor the process of the export.

After you have selected replace or merge, ASAT connects to the transfer database (could take a little while) and starts the export.

7. Note database errors.

Database errors generally occur because the information is already in the target database, or the information has been exported more than once by the specific export process. If this happens, an Error Log is produced as discussed and shown previously in the Import section (section 9.11.1).

8. Click **OK** at the import completion prompt.

When the export is completed, a message box appears. Click the **OK** button to continue. The ASAT Power Panel will appear.

9.11.2.1 Creating a New Transfer Database

When doing an Export of any data from ASAT, you will eventually be asked to create a transfer database. After choosing a record and selecting **Export**, you are presented with a Select Database Profile window. If you click the **New** button, you will be presented with a form in which you will need to fill out information about this transfer database. A field that often causes considerable confusion is the **Filename:** field. Although it is not strictly required, it is highly recommend that you type something like "C:\ASAT\filename.TDB." The .TDB extension stands for "Transfer DataBase" and should ALWAYS be used as the extension for a transfer database file. As for the filename, that is left to your discretion. It is suggested you use descriptive names like "action-export.tdb," and "10-Col_Tasks.tdb" so that you can tell what is in these files when you go back to them later. You can also place them in your ASAT folder (usually "C:\ASAT") so you will always know where to find them when you need them.

Contact your ASAT system administrator if you are having difficulty connecting to the database.

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CHAPTER 10

SYSTEM ADMINISTRATION

The ASAT Systems Administrator has the overall administration responsibility of the ASAT Program. This individual has full rights to all aspects of the ASAT Program. This section addresses only a brief overview of that Module for informational purposes. If you are appointed as the system administrator of ASAT, there is a separate Systems Administration Users Manual provided in Appendix G. If you are an ASAT user, this section will give you information on an individual user's privileges within ASAT.

ASAT includes a sophisticated security system consisting of five distinct levels of security:

User ID/Password Access
User Group Access
Power Panel Access
Row-Level Access

User ID/Password Access: Each user must have a user ID and password to access the system. Users and system administrators have the ability to change passwords.

User Group Access: Each user can be assigned to one or more user groups. A user group is a collection of access privileges that define the access rights for members of the user group. For example, a user group might specify that members can access the *Individual Task Maintenance* windows and have the ability to add new individual tasks.

Specifically, a user group defines for its members:

- The windows that will be accessible from the Power Panel.
- The update rights for various windows: Add, Modify, Delete, and Link.
- The Collective Tasks, Individual Tasks, Drill Tasks, Products, Lessons, and Actions that are assigned to this user group.
- If members should be considered system administrators.

> ***Note:*** *A user can be assigned to more than one user group. If a user belongs to more than one user group, the user's access rights will be the sum of the user groups that have the user as a member.*

Power Panel Access: Each user group can define the windows that will be accessible from the Power Panel. Therefore, if you experience a warning screen after clicking on any Module, that indicates you do not have rights assigned for access to that Module. Also, if the menu choices are different, or not as many as others, this indicates you do not have certain rights to those options.

User groups provide, via the **Power Panel** tab folder security feature, access to certain windows for a group of users. Since some windows provide the capability to update the database, a system administrator must be able to control database access. Via the Power Panel window security feature; a system administrator can grant add, modify, delete, and link privileges to users. Turning off add, modify, and delete will provide the users with read-only access. Turning on link privileges will allow a user to make links on the window. The system automatically enables/disables menu options, based on the user's access rights. See the System Administration User's Manual (Appendix G of the ASAT User's Manual) for more information.

> ***Note:*** *Modify access is required to be able to use the* ***Outline Editor*** *and to make links to related data. If a user is not granted modify access they will still be able to make links if they have Links Only access.*

Row-Level Access: System administrators can define which Collective Tasks, Individual Tasks, Drill Tasks, Products, Lessons, and Actions that members of a user group can modify. For example, you might want to limit updates to 11B Individual Tasks to users who are members of the 11B department. Other users will not be allowed to update the tasks. Several groups can share ownership of a specific record. If a user adds new records, the new records will be associated with the user groups that have the user as a member. Other users, who belong to the same user groups, will be able to edit the new records. This simplifies day-to-day administration of the row-level security features.

> ***Note:*** *Users who are members of a system administration user group automatically bypass the Add, Delete, Modify, Links security checks, and Row-Level security check. Only system administrator user groups will allow users to access* ***Power Panel*** *options from the* ***System Administration*** *Tab.*

Appendix A
Doctrine Templates

For users who do not already have a file to import, you can choose to create a new one from a given template. This is done through the **Create a New File from a Template** option in the Doctrine Module.

A doctrine template is a Word 97 document (.doc extension, not .dot) with some sample text formatted in a certain way. This allows the doctrine writer to overwrite the sample text, concentrating on the content instead of the format.

After selecting the option to use the template window, select the desired template and click **OK**. A new file based on the chosen template will be created in your current working folder. A preview option is provided which functions exactly like the Document Preview on the Doctrine Module Main Window. You can choose to enable/disable this preview by checking/clearing the **Show Preview** checkbox. Program responsiveness will decrease a bit with the preview turned on.

If you have your own templates you wish to use, copy them to the “Templates” directory under the ASAT install directory. For example if “C:\Asat” is the directory in which ASAT is installed, copy your templates to “C:\Asat\Templates.” They will automatically show up on the list of available templates next time you choose to create a new file. Remember: doctrine templates are Word 97 documents (.doc), not Word 97 templates (.dot).

A Sample Doctrine Template for Field Manual References and Field Manual Chapters is provided in this appendix.

References

SOURCES USED

These are the sources quoted or paraphrased in this publication.

JOINT PUBLICATIONS

Joint Pub 1-02. *Department of Defense Dictionary of Military and Associated Terms.* 23 March 1994.

Joint Pub 3-16. *Joint Doctrine for Multinational Operations* (draft). 30 April 1996.

ARMY PUBLICATIONS

FM 100-5. *Operations.* 14 June 1993.

FM 100-6. *Information Operations.* 27 August 1996.

FM 100-7. *Decisive Force: The Army in Theater Operations.* 31 May 1995.

FM 100-16. *Army Operational Support.* 31 May 1995.

FM 100-23 *Peace Operations.* 30 December 1994.

FM 101-5-1. *Operational Terms and Graphics.* October 1985.

ALLIED PUBLICATIONS

STANAG 2437. *Allied Joint Operations Doctrine* (AJP-1). 15 December 1994.

STANAG 2928. *Land Forces Ammunition Interchangeability Catalogue in Wartime* (AOP-6). 9 June 1995.

STANAG 3680. *NATO Glossary of Terms and Definitions* (AAP-6). 3 October 1986.

DOCUMENTS NEEDED

These documents must be available to the intended users of this publication.

American-British-Canadian-Australian Handbook. December 1995.

JA422 Operational Law Handbook, Judge Advocate General School. 1994.

Joint Pub 3-16. *Joint Doctrine for Multinational Operations* (draft). 30 April 1996.

Joint Task Force Commander's Handbook for Peace Operations. 28 February 1995.

Presidential Decision Directive 25 (PPD 25). The Clinton Administration's Policy on Reforming Multilateral Peace Operations. May 1994.

Psychological operations studies that cover many countries around the world; may be obtained by writing to Commander, 4th Psychological Operations Group (Airborne), ATTN: AORC-POG-SB, Fort Bragg, NC 28307-5240.

STANAG 2101/QSTAG 533. *Establishing Liaison.* 28 June 1994.

READINGS RECOMMENDED

These readings contain relevant supplemental information.

JOINT PUBLICATIONS

Joint Pub 0-2. *Unified Action Armed Forces.* 24 February 1995.

Joint Pub 3-0. *Doctrine for Joint Operations.* 1 February 1995.

Joint Pub 3-16. *Joint Doctrine for Multinational Operations* (draft). 30 April 1996.

Joint Pub 4-0. *Doctrine for Logistic Support of Joint Operations.* 27 January 1995.

Joint Pub 4-01.3. *Joint Tactics, Techniques and Procedures for Movement Control.* 21 June 1994.

ARMY PUBLICATIONS

AR 27-50. *Status of Forces Policies, Procedures, and Information.* 15 December 1989.

AR 34-1. *Rationalization, Standardization, and Interoperability Policy.* 15 February 1989.

AR 700-4. *Logistic Assistance Program.* 30 June 1995.

DA Pam 310-35. *Index of International Standardization Agreements.* 15 December 1978.

FM 55-10. *Movement Control in a Theater of Operations.* 8 December 1992.

FM 55-65. *Strategic Deployment.* 3 October 1995.

ALLIED PUBLICATIONS

AAP-4. *NATO Standardization Agreements and Allied Publications.* December 1991.

STANAG 1149. *Doctrine for Amphibious Operations* (ATP-8). 21 December 1995.

STANAG 2014/QSTAG 506. *Operations Orders, Warning Orders, and Administrative/Logistics Orders.* 27 April 1994.

STANAG 2020/QSTAG 510. *Operational Situation Reports.* 14 July 1995.

STANAG 2103. *Reporting Nuclear Detonations Biological and Chemical Attacks, and Predicting and Warning of Associated Hazards and Hazard Areas* (ATP-45). 7 September 1995.

STANAG 2105. *NATO Table of Medical Equivalents* (AMedP-1). 21 September 1989.

STANAG 2394. *Land Force Combat Engineer Doctrine* (ATP-52). 12 January 1993.

STANAG 2406. *Land Forces Logistic Doctrine* (ALP-9[B]). 29 May 1995.

STANAG 2868. *Land Force Tactical Doctrine* (ATP-35[A]). 27 April 1992.

STANAG 2904. *Airmobile Operations* (ATP-41). 12 September 1985.

STANAG 2934. *Artillery Procedures* (AartyP-1). May 1994.

STANAG 2936. *Intelligence Doctrine* (AintP-1[A]). 16 May 1995.

STANAG 2999. *Use of Helicopters in Land Operations* (ATP-49[A]). 20 January 1994.

STANAG 3700. *NATO Tactical Air Doctrine* (ATP-33[B]). 27 July 1995.

STANAG 3805. *Doctrine for Airspace Control in Times of Crisis and War.* (ATP-40[A]). 9 March 1995.

STANAG 5621. *Standards for the Interoperability of NATO Land Combat and Combined Operations Systems.* 18 December 1989.

STANAG 6010. *Electronic Warfare in the Land Battle* (ATP-51). 12 February 1992.

Chapter 1
Chapter Title

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General Robert Barker

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3rd Subparagraph Title

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Appendix B
Collective Reports

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APPENDIX B1
Example MTP Collective Task Summary (RTF) Report

*ARMY TRAINING AND	HEADQUARTERS
EVALUATION PROGRAM	DEPARTMENT OF THE ARMY
No. 17-57-10-MTP	Washington, DC, 10 Apr 1996

MISSION TRAINING PLAN FOR THE SCOUT PLATOON OCT 96

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*DESTRUCTION NOTICE:

* This publication supersedes ....

CHAPTER 2

TRAINING MATRIXES

2-1. General. The training matrix assists the commander in planning the training of his unit's personnel. The mission identification table listed below (Figure 2-1) provides mission identification for the unit.

Mission Identification Table
Mission Title • Generic Mission
• RECONNAISSANCE • SECURITY

Figure 2-1. Mission Identification Table.

2-2. Mission-to-Collective Tasks Matrix. This matrix (Figure 2-2), identifies the mission and their supporting collective tasks. The tasks are listed under the appropriate BOS which are indicated by an asterisk in the matrix. The BOS used in this matrix are defined in TRADOC Pam 11-9. A specific mission is trained by identifying collective tasks in the vertical column for the mission. Based on the proficiency of the unit, training is focused on operational weaknesses.

COOLECTIVE TASKS	GENERIC MISSION	RECONNAISSANCE	SECURITY
Intelligence			
17-3-1039 DP ESTABLISH AN OBSERVATION POST			X
Maneuver			
17-3-2450 DP DESTROY AN INFERIOR FORCE		X	
17-3-DRL-1 DP CONTACT DRILL		X	X
Mobility and Survivability			
17-3-DRL-5 DP REACT TO A NUCLEAR ATTACK DRILL		X	X
17-3-DRL-6 DP REACT TO A CHEMICAL/BIOLOGICAL ATTACK DRILL		X	X
Air Defense			
44-3-C001 DP CONDUCT PASSIVE AIR DEFENSE MEASURES		X	X
17-3-DRL-4 DP REACT TO AIR ATTACK DRILL		X	X
Combat Service Support			
17-3-1030 DP CONDUCT REARM/RESUPPLY OPERATIONS		X	X
Command and Control			
17-3-0065 DP CONDUCT TROOP-LEADING PROCEDURES		X	X

Figure 2-2. Collective Task to Missions.

2-3. Supporting References to Collective Tasks Matrix. This matrix (Figure 2-3), identifies references that provide additional information on each of the Collective Tasks.

Collective Tasks	FM 17-15	FM 17-95	FM 17-97	FM 17-98
Intelligence				
17-3-1039 DP ESTABLISH AN OBSERVATION POST		X	X	X
Maneuver				
17-3-2450 DP DESTROY AN INFERIOR FORCE				
17-3-1023 DP CONDUCT A SCREEN		X	X	X
17-3-2320 CONDUCT CONVOY ESCORT		X	X	X
Mobility and Survivability				
17-3-1020 DP RECONNOITER AN OBSTACLE/RESTRICTION		X	X	X
17-3-DRL-6 DP REACT TO A CHEMICAL/BIOLOGICAL ATTACK DRILL				X
Air Defense				
44-3-C001 DP CONDUCT PASSIVE AIR DEFENSE MEASURES			X	X
17-3-DRL-4 DP REACT TO AIR ATTACK DRILL				X
Combat Service Support				
12-3-C021 DP CONDUCT CONSOLIDATION AND REORGANIZATION ACTIVITIES				
17-3-1030 DP CONDUCT REARM/RESUPPLY OPERATIONS				X
Command and Control				
17-3-0065 DP CONDUCT TROOP-LEADING PROCEDURES			X	X
17-3-2000 DP CONDUCT ASSEMBLY AREA ACTIVITIES		X	X	X
17-3-2760 DP CONDUCT LINKUP				X

Figure 2-3. Collective Task to Supporting References.

2-4. Individual Task to Collective Task Matrix. This matrix (Figure 2-4), identifies the relationship that exists between the Collective Tasks is this publication and the Individual Tasks that support it.

Individual Tasks		03-3-C016 DP	12-3-C021 DP	17-3-0065 DP	17-3-0104 DP
Enlisted, MOS 19D / Skill Level 3					
171-121-4050	EVALUATE A BRIDGE/VEHICLE				
171-121-4051	PREPARE AND SUBMIT A SITUATION REPORT (SITREP)	X	X		
Enlisted, MOS 19D / Skill Level 4					
171-121-4038	SUPERVISE LOCAL SECURITY		X		
171-121-4045	CONDUCT TROOP LEADING PROCEDURES AT PLATOON LEVEL			X	
171-123-4008	DIRECT A CONSOLIDATION AND REORGANIZATION AT PLATOON LEVEL		X		
Enlisted, MOS Common / Skill Level 4					
071-430-0006	CONDUCT A DEFENSE BY A PLATOON				
071-430-0007	CONSOLIDATE A PLATOON FOLLOWING ENEMY CONTACT WHILE IN THE DEFENSE		X		

Figure 2-5. Individual Task to Collective Task.

CHAPTER 5

TRAINING AND EVALUATION OUTLINES

5-1. <u>Introduction</u>. This chapter contains the training and evaluation outlines for the unit. T&EOs are the foundation of the MTP and the collective training of the units. T&EOs are training objectives (task, conditions, and standards) for the collective tasks which support critical wartime operations. The unit must master designated collective tasks to perform its critical wartime operations. T&EOs may be trained separately, in an STX, in an FTX, or in live-fire exercises. For collective live-fire standards, the trainer needs to refer to the applicable gunnery manual for the appropriate course of fire. Those standards and courses of fire need to be integrated into the training exercise.

5-2. <u>Structure</u>. The T&EOs in this chapter are listed in Table 5-1. The Mission-to-Collective Task Matrix in Chapter 2 lists the T&EOs required to train the critical wartime missions according to their specific BOS.

5-3. <u>Format</u>. The T&EOs are prepared for every collective task that supports critical wartime operation accomplishment. Each T&EO contains the following items:

a. Element. This identifies the unit or unit element(s) that performs the task.

b. Task. This is a description of the action to be performed by the unit, and provides the task number.

c. References. These are in parenthesis following the task number. The reference which contains the most information (primary reference) about the task is listed first and underlined. If there is only one reference do not underline the reference.

d. Iteration. Used to identify how many times the task is performed and evaluated during training. The "M" identifies when the task is performed in MOPP4.

e. Commander/Leader Assessment. This is used by the unit leadership to assess the proficiency of the unit in performing the task to standard. Assessments are subjectve in nature and use all available evaluation data and submit leader input to develop an assessment of the organization's overall capability to accomplish the task. Use the following ratings:

(1) T - Trained. The unit is trained and has demonstrated its proficiency in accomplishing the task to wartime standards.

(2) P - Needs practice. The unit needs to practice the task. Performance has demonstrated that the unit does not achieve standard without some difficulty or has failed to perform some task steps to standard.

(3) U - Untrained. The unit can not demonstrate an ability to achieve wartime proficiency.

f. Condition. A statement of the situation or environment in which the unit is to do the collective task.

g. Task standard.

(1) The task standard states the performance criteria that a unit must achieve to successfully execute the task. This overall standard should be the focus of training. It should be understood by every soldier.

(2) The trainer or evaluator determines the unit's training status using performance observation measurements (where applicable) and his judgment. The unit must be evaluated in the context of the METT-T conditions. These conditions should be as similar as possible for all evaluated elements. This will establish a common base line for unit performance.

h. Task Steps and Performance Measures. This is a listing of actions that is required to complete the task. These actions are stated in terms of observable performance for evaluating training proficiency. The task steps are arranged sequentially along with supporting individual tasks and their reference. Leader tasks within each T&EO are indicated by an asterisk (*). Under each task step are listed the performance measures that must be accomplished to correctly perform the task step. If the unit fails to correctly perform one of these task steps to standard, it has failed to achieve the overall task standard.

i. GO/NO-GO column. This column is provided for annotating the platoon's performance of the task steps. Evaluate each performance measure for a task step and place an "X" in the appropriate column. A major portion of the performance measures must be marked a "GO" for the task step to be successfully performed.

j. Task performance/evaluation summary block. This block provides the trainer a means of recording the total number of task steps and performance measures evaluated and those evaluated as "GO". It also provides the evaluator a means to rate the units demonstrated performance as a "GO" or "NO-GO". It also provides the leader with a historical record for five training iterations.

k. Supporting Individual Tasks. This is a listing of all supporting individual tasks required to correctly perform the task. Listed are the reference, tasks number, and task title.

l. OPFOR standards. These standards specify overall OPFOR performance for each collective task. These standards ensure that OPFOR soldiers accomplish meaningful training and force the training unit to perform its task to standard or "lose" to the OPFOR. The OPFOR standards specify <u>what</u> must be accomplished -- not <u>how</u> it must be accomplished. The OPFOR must always attain its task standards, using tactics consistent with the type of enemy they are portraying.

5-4. <u>Use</u>. The T&EOs can be used to train or evaluate a single task. Several T&EOs can be used to train or evaluate a group of tasks such as an STX or FTX.

Intelligence

Figure 5-1. List of T&EO's

ELEMENTS: SCOUT PLATOON
SCOUT TEAM

TASK: ESTABLISH AN OBSERVATION POST (17-3-1039 DP)
(FM 17-98) (FM 17-95) (FM 17-97)
(FM 21-75)

ITERATION: 1 2 3 4 5 M (Circle)

COMMANDER/LEADER ASSESSMENT: T P U (Circle)

CONDITIONS: During tactical operations, the platoon receives an order to establish OPs, or the platoon leader, as a result of his METT-T analysis, determines that the platoon must establish OPs to provide early warning of enemy activity. The OPs can be occupied either by dismounted personnel or by vehicles (mounted OP). Enemy contact is possible or expected. Some iterations of this task should be performed in MOPP4.

TASK STANDARDS: The OP is positioned to allow platoon personnel to observe the assigned sector, likely enemy avenues of approach, and/or NAIs. OP personnel provide early warning to the platoon leader and commander in the event of enemy activity.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
* 1. Platoon/team leader plans for OP sites. a. Based on the commander's guidance, determines if OP will be a short-duration (12 hours or less) or long-duration (more than 12 hours). b. Determines how many OPs are needed based on avenues of approach/NAIs the platoon must cover in the area of operations. c. If time is available, conducts reconnaissance of the sector to confirm avenues of approach and suitability of possible OP locations. d. Selects the general location for the OPs based on the commander's guidance and METT-T. e. Ensures that OP sites allow long-range observation of avenues of approaches and/or NAI and provide depth through the sector. f. Designates team(s) to occupy and man OPs.		
2. Scout teams occupy OPs. a. Conduct appropriate technique of movement to the screen line based on METT-T. NOTE: If the area has not been cleared, the platoon should conduct a zone reconnaissance to the screen line. b. Establish local security. (1) Positions vehicles to provide overwatch of the general OP site and any dominate terrain that could influence the OP. (2) Report set to the platoon/team leader when vehicles or crews can initially observe the avenue of approach/NAI. c. Team leaders select OP sites. (1) Moves forward with dismounts to reconnoiter general OP sites, checking the OP sites for mines, booby traps, and enemy personnel. (2) Determines whether OPs will be mounted or dismounted. (3) Ensures sites provide unobstructed observation of the desired area. (4) Ensure sites provide effective cover and concealment for dismounted OP personnel or vehicles. (5) Ensures there are covered and concealed routes into and out of the sites.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
(6) Ensures positions do not skyline observers. NOTE: Dismounted OPs should be emplaced within effective small-arms range of the unit.NOTE: A minimum of two personnel should man a dismounted OP. d. Select fighting and hide positions for vehicles. e. Vehicles move into fighting positions. (1) Crews mark vehicle positions. (2) Vehicle commanders and gunners complete and check range cards and sector sketches. f. Vehicles to move back into hide positions after range cards and sector sketches are completed.		
* 3. Platoon/team leader briefs OP personnel. a. Reviews the unit's mission. b. Orients OPs by relating mission graphics to the terrain (TRPs, trigger point, break point). c. Specifies primary/secondary avenues of approach. d. Specifies means of communications (visual, wire, radio) as well as call signs, frequencies, and sign/countersign. e. Specifies covered/concealed routes to and from OPs f. Specifies actions on contact and displacement criteria for the OPs. g. Specifies relief time.		
4. OP personnel assemble required materials/equipment for dismounted OPs and ensure they are complete and/or serviceable. Materials/equipment include the following: a. Map with graphics. b. Compass. c. Proper communications equipment (visual, wire, radio). d. Observation devices (binoculars, observation telescope, and night vision devices). e. SOI extract. f. Report formats contained in the SOP. g. Weapons (including personal, crew-served, light antitank, and mines, as necessary). h. All required personal equipment (Kevlar helmet, LBE, weapons, mask).		
5. OP personnel occupy dismounted OP sites. a. Move to OPs using covered and concealed routes. b. Ensure positions provide adequate cover and concealment until they can be improved. c. Conduct hasty occupation of the OPs. d. Report to platoon leader when set.		
6. As time permits, team(s) continue to improve OP sites throughout occupation period. a. Develop a complete sector sketch or map including the following (team leaders): (1) A rough sketch of key and significant terrain. (2) Location of the OP. (3) Location of vehicle hide positions. (4) Location of vehicle fighting positions and observation positions. (5) Alternate hide, fighting, and OP positions. (6) Routes to the OP and fighting positions. (7) Sectors of observation. (8) Preplanned artillery targets.		

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
(9) TRPs for direct fire weapons. (10) Prepared SPOTREPs and calls for fire (based on trigger lines and projected locations where the enemy might be observed). b. Dig in to enhance cover and concealment. c. Camouflage OP and vehicle positions. d. Employ hasty protective obstacles (mines, wire, trip flares). e. Reconnoiter routes to fighting/observation positions and alternate positions. f. Perform maintenance. g. Ensure MOPP suits and protective masks are available. h. Emplace M8A1 chemical agent alarms. * 7. Platoon/team leader inspects dismounted/mounted OPs. a. Ensures OPs are camouflaged and afford adequate cover and concealment (including overhead cover for dismounted OPs). b. Ensures OP personnel are alert and maintain situational awareness. c. Ensures required equipment is on hand/serviceable. d. Checks range cards/sector sketches for accuracy. * 8. Team leader(s) and platoon/team leader keep higher elements informed. a. Report established to the platoon/team leader when security measures are completed and adjacent unit coordination has been accomplished (OP team leaders). b. Report exact location of each OP to the commander when all OPs have reported established (platoon/team leader). 9. OP personnel observe the platoon sector (IAW unit SOP). a. Maintain constant surveillance of sector, avenues of approach, and/or NAIs. b. Maintain local security as necessary. c. Send updated SITREPs to the platoon as necessary (IAW SOP or platoon leader's guidance). d. Identify enemy forces entering sector along designated avenues of approach. e. Accurately report enemy activity to platoon leader and commander (OP personnel and platoon leader).		

TASK PERFORMANCE / EVALUATION SUMMARY BLOCK							
ITERATION	1	2	3	4	5	M	TOTAL
TOTAL TASK STEPS EVALUATED							
TOTAL TASK STEPS "GO"							
TRAINING STATUS "GO"/"NO-GO"							

"*" indicates a leader task step.

SUPPORTING INDIVIDUAL TASKS

References	Task Number	Task Title
	031-504-3001	SUPERVISE POSITIONING OF THE CHEMICAL AGENT ALARM
	051-192-3101	DIRECT INSTALLATION OF A HASTY PROTECTIVE MINEFIELD
	051-192-3102	DIRECT REMOVAL OF A HASTY PROTECTIVE MINEFIELD

SUPPORTING INDIVIDUAL TASKS

References	Task Number	Task Title
	071-052-0005	OPERATE A NIGHT VISION SIGHT AN/TAS-5
	071-315-0091	OPERATE A THERMAL VIEWER AN/PAS-7
	113-587-1064	PREPARE SINCGARS (MANPACK) FOR OPERATION
	113-587-2001	OPERATE RADIO SET AN/PRC-77 OR AN/PRC-25
	113-587-2059	OPERATE RADIO SET AN/PRC-77 WITH TSEC/KY-57
	113-587-2060	OPERATE RADIO SET AN/PRC-77 WITH TSEC/KY-38
	113-587-2070	OPERATE SINCGARS SINGLE CHANNEL (SC)
	113-587-2071	OPERATE SINCGARS FREQUENCY HOPPING (FH) (NET MEMBERS)
	113-587-2072	OPERATE SINCGARS FREQUENCY HOPPING (FH) NET CONTROL STATION (NCS)
	171-121-1009	CONSTRUCT FIELD EXPEDIENT ANTENNAS
	171-121-4038	SUPERVISE LOCAL SECURITY
	171-121-4051	PREPARE AND SUBMIT A SITUATION REPORT (SITREP)
	171-121-4062	ISSUE AN ORAL OPERATION ORDER (OPORD)/FRAGMENTARY ORDER (FRAGO)
	171-610-0002	RECOGNIZE THREAT TACTICS AND BATTLEFIELD ORGANIZATION
ARTEP 17-57-10-MTP	171-121-3037	SUPERVISE PLACEMENT OF OBSERVATION POSTS

OPFOR TASKS AND STANDARDS

TASK: ESTABLISH AN OBSERVATION POST (17-OPFOR-3005)

CONDITION: The OPFOR is conducting defensive operations. Because METT-T considerations warrant early warning of possible enemy activity, the OPFOR must establish an OP. The position may be occupied either by dismounted personnel or by a vehicle from the platoon. Enemy contact is not expected during emplacement of the OP.

STANDARD: The OP is positioned to cover likely enemy avenues of approach and to provide the OPFOR with early warning in the event of enemy attack or maneuver. The OPFOR reacts to early warning by conducting actions on contact as appropriate.

REFERENCES

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

Field Manuals

FM 17-15	TANK PLATOON
FM 17-95	CAVALRY OPERATIONS
FM 17-97	REGIMENTAL ARMORED CAVALRY TROOP
FM 17-98	SCOUT PLATOON
FM 17-98-1	SCOUT LEADER'S HANDBOOK
FM 19-4	MILITARY POLICE SQUAD, PLATOON COMBAT OPERATIONS
FM 20-32	MINE/COUNTERMINE OPERATIONS
FM 21-75	COMBAT SKILLS OF THE SOLDIER
FM 23-1	BRADLEY FIGHTING VEHICLE GUNNERY
FM 3-3	NBC CONTAMINATION AVOIDANCE
FM 5-250	EXPLOSIVES AND DEMOLITIONS
FM 5-34	Engineer Field Data
FM 5-36	ROUTE RECONNAISSANCE AND CLASSIFICATION
FM 6-20	FIRE SUPPORT IN THE AIRLAND BATTLE
FM 6-30	Observed Fire Procedures
FM 7-7J	The Mechanized Infantry Platoon And Squad (BRADLEY)
FM 7-8	The Infantry Platoon and Squad [Infantry, Airborne, Air Assault, Ranger]

Related Publications

Related publications are sources of additional information. They are not required in order to understand this publication.

FM 17-98	SCOUT PLATOON
FM 21-75	COMBAT SKILLS OF THE SOLDIER
FM 23-1, TABLE X	FM 23-1, TABLE X
FM 3-5	NBC DECONTAMINATION

Other Product Types

CALFEX	COMBINED ARMS LIVE FIRE EXERCISE
CFX	COMMAND FIELD EXERCISE
CPX	COMMAND POST EXERCISE
DEPEX	DEPLOYMENT EXERCISE
FTX	FIELD TRAINING EXERCISE
LCX	LOGISTICS COORDINATION EXERCISE
MAPEX	MAP EXERCISE
MCX	MOVEMENT COORDINATION EXERCISE

STAFEX	STAFF EXERCISE
STX	SITUATION TRAINING EXERCISE
TEWT	TACTICAL EXERCISE WITHOUT TROOPS

Simulators, Simulations

JANUS	JANUS
SIMNET	SIMULATION NETWORKING
TSV	THRU-SIGHT VIDEO
TWGSS/PGS	TANK WEAPON GUNNERY SIMULATION SYSTEM/PRECISION GUNNERY SYSTEM
UCOFT	UNIT CONDUCT-OF-FIRE TRAINER

Special Texts

ST 17-12-1-A2, TT XI	ST 17-12-1-A2, TABLE XI
ST 17-12-1-A2, TT XII	ST 17-12-1-A2, TABLE XII

Training Circulars

TC 71-5	FIRE COORDINATION EXERCISE

APPENDIX B2
Miscellaneous Collective (RTF) Report
Example MTP / TOE List

TITLE: TASK FORCE, MAINTENANCE PLATOON, ARTEP MISSION TRAINING PLAN (MTP). 2 December 1987.

TOE:	(0017ACRGT)	ARMORED CAVALRY REGIMENT (GENERIC)
TOE:	(0017ACTRP)	ARMORED CAV TROOP
TOE:	(0017BN)	TANK AND MECHANIZED INFANTRY BN/TF (GENERIC)
TOE:	(0017COTM)	TANK AND MECHANIZED INFANTRY CO AND CO/TM (GENERIC)

TASK FORCE, MAINTENANCE PLATOON, ARTEP MISSION TRAINING PLAN (MTP). 2 December 1987.

APPENDIX B3
Miscellaneous Collective (RTF) Report
Example MTP/Elements/Missions List

ELEMENT: MAINTENANCE PLATOON

MISSION: MAINTENANCE SUPPORT

Collective Task:	03-3-C014	EXCHANGE MOPP GEAR
	07-3-C010	SECURE AND DEFEND UNIT POSITION
	07-3-C015	PREPARE FOR A NUCLEAR ATTACK
	11-3-C007	ESTABLISH A SINGLE-CHANNEL VOICE RADIO STATION
	12-3-C018	COMBAT BATTLEFIELD STRESS
	17-3-1028	PREPARE FOR A FRIENDLY NUCLEAR STRIKE
	17-3-1029	PERFORM RADIOLOGICAL DECONTAMINATION
	17-3-1031	RESPOND TO CHEMICAL AGENT ATTACK
	17-3-1032	PRODUCE A PLATOON FIRE PLAN
	17-3-1266	SELECT AND ESTABLISH UMCP OR FIELD MAINTENANCE SITES
	17-3-1270	MAINTAIN ACCOUNTABILITY FOR MAINTENANCE EQUIPMENT
	17-3-1277	PERFORM CONTROLLED EXCHANGE OF REPAIR PARTS AND ASSEMBLIES
	17-3-1279	PERFORM BATTLE DAMAGE ASSESSMENT
	17-3-1280	REPAIR UNIT EQUIPMENT
	17-3-1282	PERFORM EMERGENCY DESTRUCTION OF EQUIPMENT
	17-3-1283	PROCESS INCOMING EQUIPMENT SUSPECTED OF CHEMICAL CONTAMINATION
	17-3-1288	PROVIDE ON-SITE MAINTENANCE SUPPORT
	17-3-1289	PLAN A RECOVERY MISSION
	17-3-1300	PLAN AND CONDUCT A CONVOY
	17-3-1301	CONDUCT CONSOLIDATION AND REORGANIZATION
	17-3-1310	OPERATE IN URBANIZED AREAS
	17-3-1311	CONDUCT PRECOMBAT INSPECTIONS
	17-3-1312	PERFORM QUARTERING PARTY FUNCTIONS
	17-3-1313	PREPARE FOR OPERATIONS IN AN NBC ENVIRONMENT
	17-4-1260	PLAN AND ALLOCATE MAINTENANCE SUPPORT REQUIREMENTS
	17-4-1276	CONDUCT TRANSACTIONS WITH SUPPORT MAINTENANCE
	17-4-1284	MAINTAIN THE PRESCRIBED LOAD LIST (PLL)
	19-3-C004	PROCESS ENEMY PRISONERS OF WAR
	19-3-C005	PROCESS CAPTURED DOCUMENTS AND EQUIPMENT
	19-3-C006	EMPLOY PHYSICAL SECURITY MEASURES
	44-3-C001	USE PASSIVE AIR DEFENSE MEASURES
	44-3-C002	TAKE ACTIVE AIR DEFENSE MEASURES AGAINST HOSTILE AIRCRAFT

MISSION: RECOVERY AND EVACUATION

Collective Task:	03-3-C014	EXCHANGE MOPP GEAR
	07-3-C010	SECURE AND DEFEND UNIT POSITION
	07-3-C015	PREPARE FOR A NUCLEAR ATTACK
	11-3-C007	ESTABLISH A SINGLE-CHANNEL VOICE RADIO STATION
	12-3-C018	COMBAT BATTLEFIELD STRESS
	17-3-1028	PREPARE FOR A FRIENDLY NUCLEAR STRIKE
	17-3-1029	PERFORM RADIOLOGICAL DECONTAMINATION
	17-3-1031	RESPOND TO CHEMICAL AGENT ATTACK

17-3-1032	PRODUCE A PLATOON FIRE PLAN
17-3-1057	CROSS A CHEMICALLY CONTAMINATED AREA
17-3-1270	MAINTAIN ACCOUNTABILITY FOR MAINTENANCE EQUIPMENT
17-3-1283	PROCESS INCOMING EQUIPMENT SUSPECTED OF CHEMICAL CONTAMINATION
17-3-1288	PROVIDE ON-SITE MAINTENANCE SUPPORT
17-3-1289	PLAN A RECOVERY MISSION
17-3-1300	PLAN AND CONDUCT A CONVOY
17-3-1301	CONDUCT CONSOLIDATION AND REORGANIZATION
17-3-1310	OPERATE IN URBANIZED AREAS
17-3-1311	CONDUCT PRECOMBAT INSPECTIONS
17-3-1313	PREPARE FOR OPERATIONS IN AN NBC ENVIRONMENT
17-4-1260	PLAN AND ALLOCATE MAINTENANCE SUPPORT REQUIREMENTS
19-3-C004	PROCESS ENEMY PRISONERS OF WAR
19-3-C005	PROCESS CAPTURED DOCUMENTS AND EQUIPMENT
19-3-C006	EMPLOY PHYSICAL SECURITY MEASURES
44-3-C001	USE PASSIVE AIR DEFENSE MEASURES
44-3-C002	TAKE ACTIVE AIR DEFENSE MEASURES AGAINST HOSTILE AIRCRAFT

ELEMENT: RECOVERY SEC, MAINTENANCE PLATOON

MISSION: MAINTENANCE SUPPORT

Collective Task: 17-4-1299 PROVIDE LIFT SUPPORT

MISSION: RECOVERY AND EVACUATION

Collective Task:	17-4-1291	TOW DISABLED WHEEL VEHICLE
	17-4-1292	TOW DISABLED TRACK VEHICLE
	17-4-1293	UPRIGHT AN OVERTURNED WHEEL VEHICLE
	17-4-1294	RECOVER A MIRED WHEEL VEHICLE
	17-4-1295	RECOVER A MIRED TRACK VEHICLE
	17-4-1296	UPRIGHT AN OVERTURNED TRACK VEHICLE
	17-4-1299	PROVIDE LIFT SUPPORT

APPENDIX B4
Miscellaneous Collective (RTF) Report
Example MTP/Missions/Collective Task

BOS: Intelligence

MISSION: MAINTENANCE SUPPORT

TEO:	(19-3-C006)	EMPLOY PHYSICAL SECURITY MEASURES
	(19-3-C006)	EMPLOY PHYSICAL SECURITY MEASURES

MISSION: RECOVERY AND EVACUATION

TEO:	(17-3-1056)	CROSS A RADIOLOGICALLY CONTAMINATED AREA
	(19-3-C006)	EMPLOY PHYSICAL SECURITY MEASURES
	(19-3-C006)	EMPLOY PHYSICAL SECURITY MEASURES

BOS: Maneuver

MISSION: MAINTENANCE SUPPORT

TEO:	(07-3-C010)	SECURE AND DEFEND UNIT POSITION
	(07-3-C010)	SECURE AND DEFEND UNIT POSITION
	(17-3-1014)	REMOVE CASUALTY FROM VEHICLE
	(17-3-1018)	CONDUCT SMOKE OPERATIONS
	(17-3-1300)	PLAN AND CONDUCT A CONVOY
	(17-3-1300)	PLAN AND CONDUCT A CONVOY
	(17-3-1312)	PERFORM QUARTERING PARTY FUNCTIONS
	(17-3-1312)	PERFORM QUARTERING PARTY FUNCTIONS

MISSION: RECOVERY AND EVACUATION

TEO:	(07-3-C010)	SECURE AND DEFEND UNIT POSITION
	(07-3-C010)	SECURE AND DEFEND UNIT POSITION
	(17-3-1014)	REMOVE CASUALTY FROM VEHICLE
	(17-3-1018)	CONDUCT SMOKE OPERATIONS
	(17-3-1300)	PLAN AND CONDUCT A CONVOY
	(17-3-1300)	PLAN AND CONDUCT A CONVOY

BOS: Mobility and Survivability

MISSION: MAINTENANCE SUPPORT

TEO:	(03-3-C014)	EXCHANGE MOPP GEAR
	(03-3-C014)	EXCHANGE MOPP GEAR
	(17-3-1026)	RESPOND TO THE INITIAL EFFECTS OF A NUCLEAR ATTACK
	(17-3-1028)	PREPARE FOR A FRIENDLY NUCLEAR STRIKE
	(17-3-1028)	PREPARE FOR A FRIENDLY NUCLEAR STRIKE
	(17-3-1029)	PERFORM RADIOLOGICAL DECONTAMINATION
	(17-3-1029)	PERFORM RADIOLOGICAL DECONTAMINATION
	(17-3-1031)	RESPOND TO CHEMICAL AGENT ATTACK
	(17-3-1031)	RESPOND TO CHEMICAL AGENT ATTACK
	(17-3-1313)	PREPARE FOR OPERATIONS IN AN NBC ENVIRONMENT

(17-3-1313) PREPARE FOR OPERATIONS IN AN NBC ENVIRONMENT

MISSION: RECOVERY AND EVACUATION

TEO: (03-3-C014) EXCHANGE MOPP GEAR
(03-3-C014) EXCHANGE MOPP GEAR
(17-3-1026) RESPOND TO THE INITIAL EFFECTS OF A NUCLEAR ATTACK
(17-3-1028) PREPARE FOR A FRIENDLY NUCLEAR STRIKE
(17-3-1028) PREPARE FOR A FRIENDLY NUCLEAR STRIKE
(17-3-1029) PERFORM RADIOLOGICAL DECONTAMINATION
(17-3-1029) PERFORM RADIOLOGICAL DECONTAMINATION
(17-3-1031) RESPOND TO CHEMICAL AGENT ATTACK
(17-3-1031) RESPOND TO CHEMICAL AGENT ATTACK
(17-3-1057) CROSS A CHEMICALLY CONTAMINATED AREA
(17-3-1057) CROSS A CHEMICALLY CONTAMINATED AREA
(17-3-1313) PREPARE FOR OPERATIONS IN AN NBC ENVIRONMENT
(17-3-1313) PREPARE FOR OPERATIONS IN AN NBC ENVIRONMENT

MISSION: MAINTENANCE SUPPORT

TEO: (07-3-C015) PREPARE FOR A NUCLEAR ATTACK

MISSION: RECOVERY AND EVACUATION

TEO: (07-3-C015) PREPARE FOR A NUCLEAR ATTACK

BOS: Air Defense

MISSION: MAINTENANCE SUPPORT

TEO: (44-3-C001) USE PASSIVE AIR DEFENSE MEASURES
(44-3-C001) USE PASSIVE AIR DEFENSE MEASURES
(44-3-C002) TAKE ACTIVE AIR DEFENSE MEASURES AGAINST HOSTILE AIRCRAFT
(44-3-C002) TAKE ACTIVE AIR DEFENSE MEASURES AGAINST HOSTILE AIRCRAFT

MISSION: RECOVERY AND EVACUATION

TEO: (44-3-C001) USE PASSIVE AIR DEFENSE MEASURES
(44-3-C001) USE PASSIVE AIR DEFENSE MEASURES
(44-3-C002) TAKE ACTIVE AIR DEFENSE MEASURES AGAINST HOSTILE AIRCRAFT
(44-3-C002) TAKE ACTIVE AIR DEFENSE MEASURES AGAINST HOSTILE AIRCRAFT

BOS: Combat Service Support

MISSION: MAINTENANCE SUPPORT

TEO: (17-3-1266) SELECT AND ESTABLISH UMCP OR FIELD MAINTENANCE SITES
(17-3-1266) SELECT AND ESTABLISH UMCP OR FIELD MAINTENANCE SITES
(17-3-1270) MAINTAIN ACCOUNTABILITY FOR MAINTENANCE EQUIPMENT
(17-3-1270) MAINTAIN ACCOUNTABILITY FOR MAINTENANCE EQUIPMENT
(17-3-1277) PERFORM CONTROLLED EXCHANGE OF REPAIR PARTS AND ASSEMBLIES
(17-3-1277) PERFORM CONTROLLED EXCHANGE OF REPAIR PARTS AND ASSEMBLIES
(17-3-1279) PERFORM BATTLE DAMAGE ASSESSMENT
(17-3-1279) PERFORM BATTLE DAMAGE ASSESSMENT
(17-3-1280) REPAIR UNIT EQUIPMENT
(17-3-1280) REPAIR UNIT EQUIPMENT
(17-3-1282) PERFORM EMERGENCY DESTRUCTION OF EQUIPMENT
(17-3-1282) PERFORM EMERGENCY DESTRUCTION OF EQUIPMENT
(17-3-1283) PROCESS INCOMING EQUIPMENT SUSPECTED OF CHEMICAL CONTAMINATION

(17-3-1283	)	PROCESS INCOMING EQUIPMENT SUSPECTED OF CHEMICAL CONTAMINATION
(17-3-1288	)	PROVIDE ON-SITE MAINTENANCE SUPPORT
(17-3-1289	)	PLAN A RECOVERY MISSION
(17-3-1289	)	PLAN A RECOVERY MISSION
(17-4-1260	)	PLAN AND ALLOCATE MAINTENANCE SUPPORT REQUIREMENTS
(17-4-1260	)	PLAN AND ALLOCATE MAINTENANCE SUPPORT REQUIREMENTS
(17-4-1276	)	CONDUCT TRANSACTIONS WITH SUPPORT MAINTENANCE
(17-4-1276	)	CONDUCT TRANSACTIONS WITH SUPPORT MAINTENANCE
(17-4-1284	)	MAINTAIN THE PRESCRIBED LOAD LIST (PLL)
(17-4-1284	)	MAINTAIN THE PRESCRIBED LOAD LIST (PLL)
(17-4-1299	)	PROVIDE LIFT SUPPORT
(17-4-1299	)	PROVIDE LIFT SUPPORT
(19-3-C004	)	PROCESS ENEMY PRISONERS OF WAR
(19-3-C004	)	PROCESS ENEMY PRISONERS OF WAR
(19-3-C005	)	PROCESS CAPTURED DOCUMENTS AND EQUIPMENT
(19-3-C005	)	PROCESS CAPTURED DOCUMENTS AND EQUIPMENT

MISSION: RECOVERY AND EVACUATION

TEO:	(17-3-1270	)	MAINTAIN ACCOUNTABILITY FOR MAINTENANCE EQUIPMENT
	(17-3-1270	)	MAINTAIN ACCOUNTABILITY FOR MAINTENANCE EQUIPMENT
	(17-3-1283	)	PROCESS INCOMING EQUIPMENT SUSPECTED OF CHEMICAL CONTAMINATION
	(17-3-1283	)	PROCESS INCOMING EQUIPMENT SUSPECTED OF CHEMICAL CONTAMINATION
	(17-3-1288	)	PROVIDE ON-SITE MAINTENANCE SUPPORT
	(17-3-1289	)	PLAN A RECOVERY MISSION
	(17-3-1289	)	PLAN A RECOVERY MISSION
	(17-4-1260	)	PLAN AND ALLOCATE MAINTENANCE SUPPORT REQUIREMENTS
	(17-4-1260	)	PLAN AND ALLOCATE MAINTENANCE SUPPORT REQUIREMENTS
	(17-4-1291	)	TOW DISABLED WHEEL VEHICLE
	(17-4-1291	)	TOW DISABLED WHEEL VEHICLE
	(17-4-1292	)	TOW DISABLED TRACK VEHICLE
	(17-4-1292	)	TOW DISABLED TRACK VEHICLE
	(17-4-1293	)	UPRIGHT AN OVERTURNED WHEEL VEHICLE
	(17-4-1293	)	UPRIGHT AN OVERTURNED WHEEL VEHICLE
	(17-4-1294	)	RECOVER A MIRED WHEEL VEHICLE
	(17-4-1294	)	RECOVER A MIRED WHEEL VEHICLE
	(17-4-1295	)	RECOVER A MIRED TRACK VEHICLE
	(17-4-1295	)	RECOVER A MIRED TRACK VEHICLE
	(17-4-1296	)	UPRIGHT AN OVERTURNED TRACK VEHICLE
	(17-4-1296	)	UPRIGHT AN OVERTURNED TRACK VEHICLE
	(17-4-1299	)	PROVIDE LIFT SUPPORT
	(17-4-1299	)	PROVIDE LIFT SUPPORT
	(19-3-C004	)	PROCESS ENEMY PRISONERS OF WAR
	(19-3-C004	)	PROCESS ENEMY PRISONERS OF WAR
	(19-3-C005	)	PROCESS CAPTURED DOCUMENTS AND EQUIPMENT
	(19-3-C005	)	PROCESS CAPTURED DOCUMENTS AND EQUIPMENT

BOS: Command and Control

MISSION: MAINTENANCE SUPPORT

TEO:	(11-3-C007	)	ESTABLISH A SINGLE-CHANNEL VOICE RADIO STATION
	(11-3-C007	)	ESTABLISH A SINGLE-CHANNEL VOICE RADIO STATION
	(12-3-C018	)	COMBAT BATTLEFIELD STRESS
	(12-3-C018	)	COMBAT BATTLEFIELD STRESS
	(17-3-1301	)	CONDUCT CONSOLIDATION AND REORGANIZATION
	(17-3-1301	)	CONDUCT CONSOLIDATION AND REORGANIZATION
	(17-3-1310	)	OPERATE IN URBANIZED AREAS
	(17-3-1310	)	OPERATE IN URBANIZED AREAS
	(17-3-1311	)	CONDUCT PRECOMBAT INSPECTIONS
	(17-3-1311	)	CONDUCT PRECOMBAT INSPECTIONS

MISSION: RECOVERY AND EVACUATION

TEO:	(11-3-C007	)	ESTABLISH A SINGLE-CHANNEL VOICE RADIO STATION
	(11-3-C007	)	ESTABLISH A SINGLE-CHANNEL VOICE RADIO STATION
	(12-3-C018	)	COMBAT BATTLEFIELD STRESS
	(12-3-C018	)	COMBAT BATTLEFIELD STRESS
	(17-3-1301	)	CONDUCT CONSOLIDATION AND REORGANIZATION
	(17-3-1301	)	CONDUCT CONSOLIDATION AND REORGANIZATION
	(17-3-1310	)	OPERATE IN URBANIZED AREAS
	(17-3-1310	)	OPERATE IN URBANIZED AREAS
	(17-3-1311	)	CONDUCT PRECOMBAT INSPECTIONS
	(17-3-1311	)	CONDUCT PRECOMBAT INSPECTIONS

MISSION: MAINTENANCE SUPPORT

TEO:	(17-3-1032	)	PRODUCE A PLATOON FIRE PLAN

MISSION: RECOVERY AND EVACUATION

TEO:	(17-3-1032	)	PRODUCE A PLATOON FIRE PLAN

APPENDIX B5
Miscellaneous Collective (RTF) Report
Example MTP/BOS/Collective Tasks

BOS: Intelligence

Collective Task:	(17-3-1056)	CROSS A RADIOLOGICALLY CONTAMINATED AREA
	(19-3-C006)	EMPLOY PHYSICAL SECURITY MEASURES

BOS: Maneuver

Collective Task:	(07-3-C010)	SECURE AND DEFEND UNIT POSITION
	(17-3-1014)	REMOVE CASUALTY FROM VEHICLE
	(17-3-1018)	CONDUCT SMOKE OPERATIONS
	(17-3-1300)	PLAN AND CONDUCT A CONVOY
	(17-3-1312)	PERFORM QUARTERING PARTY FUNCTIONS

BOS: Mobility and Survivability

Collective Task:	(03-3-C014)	EXCHANGE MOPP GEAR
	(17-3-1026)	RESPOND TO THE INITIAL EFFECTS OF A NUCLEAR ATTACK
	(17-3-1028)	PREPARE FOR A FRIENDLY NUCLEAR STRIKE
	(17-3-1029)	PERFORM RADIOLOGICAL DECONTAMINATION
	(17-3-1031)	RESPOND TO CHEMICAL AGENT ATTACK
	(17-3-1057)	CROSS A CHEMICALLY CONTAMINATED AREA
	(17-3-1313)	PREPARE FOR OPERATIONS IN AN NBC ENVIRONMENT
	(07-3-C015)	PREPARE FOR A NUCLEAR ATTACK

BOS: Air Defense

Collective Task:	(44-3-C001)	USE PASSIVE AIR DEFENSE MEASURES
	(44-3-C002)	TAKE ACTIVE AIR DEFENSE MEASURES AGAINST HOSTILE AIRCRAFT

BOS: Combat Service Support

Collective Task:	(17-3-1266)	SELECT AND ESTABLISH UMCP OR FIELD MAINTENANCE SITES
	(17-3-1270)	MAINTAIN ACCOUNTABILITY FOR MAINTENANCE EQUIPMENT
	(17-3-1277)	PERFORM CONTROLLED EXCHANGE OF REPAIR PARTS AND ASSEMBLIES
	(17-3-1279)	PERFORM BATTLE DAMAGE ASSESSMENT
	(17-3-1280)	REPAIR UNIT EQUIPMENT
	(17-3-1282)	PERFORM EMERGENCY DESTRUCTION OF EQUIPMENT
	(17-3-1283)	PROCESS INCOMING EQUIPMENT SUSPECTED OF CHEMICAL CONTAMINATION
	(17-3-1288)	PROVIDE ON-SITE MAINTENANCE SUPPORT
	(17-3-1289)	PLAN A RECOVERY MISSION
	(17-4-1260)	PLAN AND ALLOCATE MAINTENANCE SUPPORT REQUIREMENTS

	(17-4-1276)	CONDUCT TRANSACTIONS WITH SUPPORT MAINTENANCE
	(17-4-1284)	MAINTAIN THE PRESCRIBED LOAD LIST (PLL)
	(17-4-1291)	TOW DISABLED WHEEL VEHICLE
	(17-4-1292)	TOW DISABLED TRACK VEHICLE
	(17-4-1293)	UPRIGHT AN OVERTURNED WHEEL VEHICLE
	(17-4-1294)	RECOVER A MIRED WHEEL VEHICLE
	(17-4-1295)	RECOVER A MIRED TRACK VEHICLE
	(17-4-1296)	UPRIGHT AN OVERTURNED TRACK VEHICLE
	(17-4-1299)	PROVIDE LIFT SUPPORT
	(19-3-C004)	PROCESS ENEMY PRISONERS OF WAR
	(19-3-C005)	PROCESS CAPTURED DOCUMENTS AND EQUIPMENT

BOS: Command and Control

Collective Task:	(11-3-C007)	ESTABLISH A SINGLE-CHANNEL VOICE RADIO STATION
	(12-3-C018)	COMBAT BATTLEFIELD STRESS
	(17-3-1301)	CONDUCT CONSOLIDATION AND REORGANIZATION
	(17-3-1310)	OPERATE IN URBANIZED AREAS
	(17-3-1311)	CONDUCT PRECOMBAT INSPECTIONS
	(17-3-1032)	PRODUCE A PLATOON FIRE PLAN

APPENDIX B6
Miscellaneous Collective (RTF) Report
Example MTP/Collective Task/Individual Tasks List

Enlisted MOS: 19D Skill Level: 1

Ind.Task: 071-313-3455	**SET HEADSPACE AND TIMING ON A CALIBER .50 M2 MACHINE GUN**
Collective Task(s)	
17-3-1311	CONDUCT PRECOMBAT INSPECTIONS
Ind.Task: 071-317-0000	**PREPARE AN ANTIARMOR RANGE CARD**
Collective Task(s)	
17-3-1032	PRODUCE A PLATOON FIRE PLAN
Ind.Task: 071-318-2202	**ENGAGE TARGETS WITH AN M72A2/A3 LIGHT ANTITANK WEAPON**
Collective Task(s)	
07-3-C010	SECURE AND DEFEND UNIT POSITION
17-3-1282	PERFORM EMERGENCY DESTRUCTION OF EQUIPMENT
Ind.Task: 071-318-2203	**PERFORM MISFIRE PROCEDURES ON AN M72A2/A3 LIGHT ANTITANK WEAPON**
Collective Task(s)	
07-3-C010	SECURE AND DEFEND UNIT POSITION
17-3-1282	PERFORM EMERGENCY DESTRUCTION OF EQUIPMENT
Ind.Task: 071-326-0512	**ESTIMATE RANGE**
Collective Task(s)	
07-3-C010	SECURE AND DEFEND UNIT POSITION
17-3-1032	PRODUCE A PLATOON FIRE PLAN
Ind.Task: 071-331-0808	**IDENTIFY THREAT WEAPONS**
Collective Task(s)	
44-3-C001	USE PASSIVE AIR DEFENSE MEASURES
44-3-C002	TAKE ACTIVE AIR DEFENSE MEASURES AGAINST HOSTILE AIRCRAFT
Ind.Task: 113-600-2007	**OPERATE TELEPHONE SET TA-312/PT**
Collective Task(s)	
17-3-1312	PERFORM QUARTERING PARTY FUNCTIONS
Ind.Task: 441-091-1101	**PERFORM SEARCH AND SCAN PROCEDURES**
Collective Task(s)	
17-3-1032	PRODUCE A PLATOON FIRE PLAN
Ind.Task: 441-091-1102	**ENGAGE HOSTILE AIRCRAFT WITH SMALL ARMS**
Collective Task(s)	
44-3-C001	USE PASSIVE AIR DEFENSE MEASURES
44-3-C002	TAKE ACTIVE AIR DEFENSE MEASURES AGAINST HOSTILE AIRCRAFT

APPENDIX B7
Example Drill Book/Drill Task Summary (RTF) Report

*ARMY TRAINING AND
EVALUATION PROGRAM
No. 1-118-30-DRILL

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 01 Jan 1900

DRILLS

CREW DRILLS FOR AN/ALQ-151(V)2, QUICKFIX IIB, SPEC PURPOSE CM SYSTEM OPN PROC

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*DESTRUCTION NOTICE:

* This publication supersedes ....

CHAPTER 2

BATTLE DRILLS

2-1. . A battle drill is a collective action executed by a platoon or smaller element without the application of a deliberated decision making process. The action is vital to success in combat or critical to preserving life.

Battle2-2. Battle Drill 3-3-D00B6.

TASK: Change formation - mounted (execute wedge) (3-3-D00B6)

CONDITIONS (CUE): The squad is moving from one location to another to support combat operations. Based on the enemy situation during travel, the squad leader gives the appropriate signal (using radio or arm and hand signals) to alert the drivers to change from one formation to another.The squad leader uses radio communication, arm-and-hand signals, or flag signals to designate desired formation. The recon leader issues the command to execute the wedge formation.

STANDARDS: The squad changes into the designated formation as directed by the squad leader.

ILLUSTRATIONS: N/A

Battle2-3. Battle Drill 3-3-D00B7.

TASK: Change formation - mounted (execute column/staggered column) (3-3-D00B7)

CONDITIONS (CUE): The squad is moving from one location to another to support combat operations. Based on the enemy situation during travel, the squad leader gives the appropriate signal (using radio or arm and hand signals) to alert the drivers to change from one formation to another.The squad leader uses radio communication, arm-and-hand signals, or flag signals to designate desired formation. The recon leader issues the command to execute the column/staggered column formation.

STANDARDS: The squad changes into the designated formation as directed by the squad leader.

ILLUSTRATIONS: N/A

CHAPTER 3

CREW DRILLS

3-1. General. A crew drill is a collective action that a crew of a weapon system or piece of equipment must perform to use the weapon or equipment successfully in combat or to preserve life.

Crew3-2. Crew Drill 3-3-D00B4.

TASK: Use movement techniques (traveling, traveling overwatch, or bounding overwatch) (3-3-D00B4)

CONDITIONS (CUE): The squad is moving and the enemy situation is known for each movement technique.The squad leader uses arm-and-hand signals, flag signals, or radio to designate desired techniques.

STANDARDS: The squad leader selects the proper movement technique in accordance with the enemy situation.

ILLUSTRATIONS: N/A

Crew3-3. Crew Drill 3-3-D00C2.

TASK: React to detection (3-3-D00C2)

CONDITIONS (CUE): The NBC recon element is conducting reconnaissance when the alarm goes off. The recon unit immediately begins to monitor for contamination hazards within the area of operations.The vehicle commander gives the order to perform required actions to react to detection.

STANDARDS: The vehicle commander halts vehicle and ensures OP #1 and OP #2 begins to monitor to detect contamination. The vehicle commander informs the supported unit it has received an alarm. OP #1 tells OP #2 when to lower the probe for detection and substance verification. OP #2 ensures at least one sampler wheel maintains contact with the ground during recon missions. OP #1 conducts spectrum analysis after a reading of 4 or higher is detected; OP #1 prints readout for known agents and adds substance to monitor list. OP #1 ensures spectrum isdeleted from monitor list if the spectrum has equal or lower intensities than reference agent. OP #1 deletes reference agent from the monitor list if the spectrum has equal or higher intensities than the references agent. OP #2 ensures the probe is raised and lowered as directed.

ILLUSTRATIONS: N/A

GLOSSARY

Section I
Abbreviations

AAP	Army Apprenticeship Program
AAR	after-action review
ABF	attack by fire (position)
AC	= Active Component,= assistant commandant,= alternating current,= blood agent (hydrogen cyanide)
ACAT	acquisition category
ACCP	The Army Correspondence Course Program

Section II
Terms

ability
Power to perform an act, either innate or the result of learning and practice.

REFERENCES

Simulators, Simulations

061-01-1	COMPUTER BASED BATTLE SIM SYSTEM (JANUS)

Training Aids

031-999-ID KIT	GRENADE ID KIT
031-999-M998	UTIL TRK, CGO 1/4 TON, M998-HD
061-0220-U	FILM
061-0255-B	FILM
061-289-1	PC VIEWER, LCD PROJECTION PANEL
061-289-2	VGA MONITOR ASSEMBLY
061-289-3	5000 LUMINANT OVERHEAD PROJECTOR
061-XT-60	FLAGS, VEHICLE CONTROL
061-XT-62	GUN GUIDE STAKES
061-XT-70	PRIMER, EXPENDED, INERT, M82

Devices

6910-00-355-6538	DVC 05-07 BAILEY BRIDGE MODEL

APPENDIX B8
Miscellaneous Drill (RTF) Report
Example Drill Tasks/Individual Tasks List

Drill Task: 3-3-D00B4 Use movement techniques (traveling, traveling overwatch, or bounding overwatch)

Individual Task: (171-121-3004) CONTROL SQUAD/TEAM FIRES WHILE DISMOUNTED

Drill Task: 3-3-D00B6 Change formation - mounted (execute wedge)

Individual Task: (171-121-3004) CONTROL SQUAD/TEAM FIRES WHILE DISMOUNTED

Drill Task: 3-3-D00B7 Change formation - mounted (execute column/staggered column)

Individual Task: (171-121-3004) CONTROL SQUAD/TEAM FIRES WHILE DISMOUNTED

Drill Task: 3-3-D00C2 React to detection

Individual Task: (031-506-2027) Select and Report Equipment Decontamination Site
(171-121-3004) CONTROL SQUAD/TEAM FIRES WHILE DISMOUNTED

Appendix B9
Task-to-CATS-Action Matrix
FA BTRY ACR (1X8)

Action Legend

A CTX for (06037L200)
C FTX for using (06037L200)

B test action for this TOE: (06037L200)

Collective Tasks		A	B	C
Task Selection 34-09 -				
03-2-C032	CONDUCT a Radiological Survey and Reconnaissance			
03-2-C203	RESPOND to a Chemical Attack			
03-2-C310	CONDUCT a Chemical Survey			
03-2-C311	PERFORM Operational Decontamination [Vehicle Washdown]			
03-2-C312	CONDUCT Thorough Decontamination			
03-2-C328	RESPOND to the Residual Effects of a Nuclear Attack			
03-3-C201	PREPARE for Operations Under NBC Conditions			
03-3-C202	PREPARE for a Chemical Attack			
03-3-C208	CROSS a Radiologically Contaminated Area			
03-3-C224	PERFORM Operational Decontamination (MOPP Gear Exchange)			
Task Selection 11-03 -				
08-3-C003	SUPERVISE Medical Support and Services	X		
Task Selection 34-09 -				
08-3-C003	SUPERVISE Medical Support and Services			
10-2-R320	PROVIDE Unit Supply Support			
11-5-1102	ESTABLISH a Single-Channel Ground and Airborne Radio System Frequency Hopping Net			
Task Selection 11-03 -				

Appendix B9
Task-to-CATS-Action Matrix
FA BTRY ACR (1X8)

Collective Tasks		A	B	C
12-2-C321	MAINTAIN COMPANY STRENGTH	X		
Task Selection 34-09 -				
12-2-C321	MAINTAIN COMPANY STRENGTH			
12-2-C402	MAINTAIN Troop Morale and Combat Capability			
19-2-C004	PROCESS Enemy Prisoners of War			
19-2-C005	PROCESS Captured Documents and Equipment			
Task Selection 11-03 -				
43-2-C322	PERFORM UNIT LEVEL MAINTENANCE	X		
Task Selection 34-09 -				
43-2-C322	PERFORM UNIT LEVEL MAINTENANCE			
Task Selection 11-03 -				
43-2-C323	MANAGE Unit Maintenance Operations	X		
Task Selection 34-09 -				
43-2-C323	MANAGE Unit Maintenance Operations			
44-2-C221	TAKE Small Arms Air Defense Measures Against Hostile Aerial Platforms (Rotary-Wing, Fixed-Wing, Unmanned Aerial Vehicle)			
Task Selection 11-03 -				
44-2-C307	USE Passive Air Defense Measures	X		
Task Selection 34-09 -				
44-2-C307	USE Passive Air Defense Measures			
6-0-11000	PERFORM Security Patrol Operations			
6-0-11001	PERFORM Observation and Surveillance			
Task Selection 12-02 - Derek's test				

Appendix B9
Task-to-CATS-Action Matrix
FA BTRY ACR (1X8)

Collective Tasks		A	B	C
6-0-11002	REINFORCE and RESTORE the Battery Perimeter		X	
Task Selection 34-09 -				
6-0-11002	REINFORCE and RESTORE the Battery Perimeter			
Task Selection 12-02 - Derek's test				
6-0-11003	PERFORM Antiarmor Operations		X	
Task Selection 34-09 -				
6-0-11003	PERFORM Antiarmor Operations			
6-0-11004	PERFORM Destruction of Materiel and Records			
Task Selection 12-02 - Derek's test				
6-0-21000	ESTABLISH and MAINTAIN Communications		X	
Task Selection 34-09 -				
6-0-21000	ESTABLISH and MAINTAIN Communications			
6-0-21001	USE Electronic Protection			
6-0-21002	CONTROL and USE COMSEC Materiel			
6-0-21003	MAINTAIN Communications Equipment			
Task Selection 12-02 - Derek's test				
6-0-21004	DEFEND and SECURE Battery/Platoon Area and Materiel		X	
Task Selection 34-09 -				
6-0-21004	DEFEND and SECURE Battery/Platoon Area and Materiel			
6-0-21005	PLAN, COORDINATE, and CONTROL Battery/Platoon Preparations for Operations in a NBC Environment			
6-0-21006	PERFORM Scheduled Services and Repairs			
Task Selection 12-02 - Derek's test				

Appendix B9
Task-to-CATS-Action Matrix
FA BTRY ACR (1X8)

Collective Tasks		A	B	C
6-0-21007	PLAN and COORDINATE Defense and Security of the Battery/Platoon Area		X	
Task Selection 34-09 -				
6-0-21007	PLAN and COORDINATE Defense and Security of the Battery/Platoon Area			
6-0-21008	MANAGE Oil Analysis Program			
6-0-21009	PERFORM Maintenance Operations			
6-0-21200	REPAIR Vehicles			
6-0-21201	COORDINATE and PERFORM Equipment Recovery and Evacuation			
6-0-21202	ESTABLISH an Organizational Maintenance Facility			
6-0-21203	MANAGE Maintenance Records and SUBMIT Reports			
6-0-21204	MAINTAIN the Prescribed Load List			
Task Selection 12-02 - Derek's test				
6-0-21205	MAINTAIN Petroleum, Oils, and Lubricants		X	
Task Selection 34-09 -				
6-0-21205	MAINTAIN Petroleum, Oils, and Lubricants			
6-0-24200	REPAIR Vehicles and Equipment			
Task Selection 12-02 - Derek's test				
6-0-51000	COMMAND and CONTROL Communications Operations		X	
6-0-51003	DIRECT NBC Operations		X	
6-0-51007	CONDUCT Intelligence Preparation of the Battlefield		X	
6-0-51008	CONDUCT Situation Development		X	
6-0-51009	PROVIDE Indications and Warnings		X	
6-0-51010	REQUEST Battle Damage Assessment		X	

Appendix B9
Task-to-CATS-Action Matrix
FA BTRY ACR (1X8)

Collective Tasks		A	B	C
6-0-51012	ESTABLISH FM Retransmission Station		X	
Task Selection 34-09 -				
6-2-62000	PROVIDE Fire Support			
6-2-62000-R	ESTABLISH an Observation Post			
6-2-62001	LOCATE Targets and CONDUCT Copperhead Missions			
6-2-62002	CONDUCT Fire Missions			
6-2-62003	ENGAGE a Moving Target			
6-2-62003-R	ENGAGE a Moving Target			
6-3-21001	UPDATE PADS By Use of Assumed Data			
6-3-21002	ESTABLISH Survey Control by Three-Point Resection			
6-3-21003	EXTEND Survey Control			
6-3-21004	SUBMIT Survey Reports and Combat Information			
6-3-21005	PLAN and EXECUTE Survey Operations			
6-3-21006	ESTABLISH Azimuth by Simultaneous Observation			
6-3-21007	ASSUME Directional Control			
6-3-21008	ESTABLISH Azimuth by Astronomic Observation			
6-3-21009	EXTEND Azimuth by Directional Traverse			
6-3-21010	DIRECT and COORDINATE Delivery of Fires			
6-3-22000	ESTABLISH and MAINTAIN FDC			
6-3-22001	DETERMINE Firing Data			
6-3-22002	CONDUCT Fire Missions			
6-3-22003	MANAGE and SUBMIT Records and Reports			
6-3-22004	STORE and TRANSPORT Ammunition			
6-3-22005	UNLOAD the Howitzer			

Appendix B9
Task-to-CATS-Action Matrix
FA BTRY ACR (1X8)

Collective Tasks		A	B	C
6-3-22006	DRAW Ammunition			
6-3-22006-R	DRAW and TURN IN Ammunition			
6-3-22007	TRANSPORT Ammunition			
6-3-22007-R	TRANSPORT Ammunition			
6-3-22008	DISTRIBUTE and STORE Ammunition			
6-3-22008-R	DISTRIBUTE and STORE Ammunition			
6-3-22009	ESTABLISH and MAINTAIN a Battery/Platoon Operations Center			
6-3-22010	DIRECT and CONTROL Firing Battery/Platoon Operations			
6-3-22011	CONDUCT Emergency Fire Mission			
6-3-22302	PREPARE Howitzer for Conduct of Fire Missions			
6-3-22306	DIRECT and CONTROL Battery/Platoon Occupation and Establishment of Firing Capabilities			
6-3-22306ct	DIRECT and CONTROL Battery/Platoon Occupation and Establishment of Firing Capabilities			
6-3-22307	PERFORM Hasty Survey			
6-3-22307ct	PERFORM Hasty Survey			
6-3-41000	CONDUCT a Field Artillery Raid			
6-3-42300	CONDUCT Occupation of Position Area			
6-3-42300ct	CONDUCT Occupation of Position Area			
6-3-43200	ESTABLISH Firing Capability at Firing Position			
6-5-21000	COMMAND and CONTROL Battery/Platoon Movement Operations			
6-5-42000	CONDUCT a Tactical Move			
6-5-44000	CONDUCT Airborne Operations			

Appendix B9
Task-to-CATS-Action Matrix
FA BTRY ACR (1X8)

Collective Tasks		A	B	C
6-5-44001	CONDUCT Air Assault Operations			
6-5-44002	CONDUCT Air Assault Artillery Raid			
6-6-41000	PERFORM Combat Service Support Operations			
6-7-11000	PERFORM Crater Analysis Operations			
6-7-12300	PERFORM Reconnaissance Operations			
6-7-13200	PERFORM Reconnaissance Operations			
6-7-22000	CONDUCT Direct Fire			
6-7-23200	PERFORM a Survivability Move			
6-7-23200ct	PERFORM a Survivability Move			
6-7-41000	DEFEND Against Ambush			
6-8-41000	CONDUCT Pre/deployment Operations			
6-8-41001	OCCUPY a Tactical Assembly Area			
6-8-41001ct	OCCUPY a Tactical Assembly Area			
71-3-R231	PERFORM Risk Management Procedures			
8-2-0003	TREAT Casualties			
8-2-C316	Transport Casualties			
8-2-R315	PERFORM Field Sanitation Functions			

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Replication of Conditions

Replication of condition codes are a characterization of the fidelity of the battle or contingency conditions that can be simulated in a training event. The characterizations are subjective relationships based on the degree of confidence a commander would have in the accuracy of his USR 'T' rating assessment if he were to base his rating on the unit's performance during that event. Each CATS event has a code, followed by a short definition of what the code means. The codes are more fully defined below.

Codes	Event Definitions
A	Highest fidelity possible simulation of conditions, cues and responses for sustainment training as defined in FM 25-101. "A" level events permit the interaction, provide the cues,and facilitate assessment of collective training to maintain peak proficiency at the coordination, integration, and if applicable, synchronization of combined arms mission execution. "A" level events provide the greatest realism and require the greatest level of resources as reflected in Figure C-1, Appendix C, FM 25-101. CTC rotations are the best examples of "A" level events.
B	High fidelity simulation of conditions, cues and responses at a site other than a CTC for sustainment training as defined in FM 25-101. "B" level events permit the interaction, provide the cues, and facilitate assessment of collective training to maintain peak proficiency at the coordination, integration, and if applicable, the synchronization of combined arms mission execution. "B" level events usually include OPFOR and appropriate observers to assist the commander in assessment.
C	Simulation of conditions provides sufficient cues to facilitate responses and collective demonstration of interaction with others to accomplish a collective task or to perform a function to standard. Normally, "C" level events are associated with refresher training as defined in FM 25-101. Examples of "C" level training are a STAFFEX for members of the S2, S3 sections, and the FSE on mission analysis or, a "rock drill" of assembly area procedures for the element leaders of a unit's field trains.
D	Simulation of conditions provides sufficient conditions to enable initial training as defined in FM 25-101 to achieve individual or collective proficiency at part-tasks, process steps, facts, or other data. An example of "D" level events is a squad's step-by-step practice of formations before conducting drills of the same task.

REVISED CATS TASK TEMPLATE
HHB,DIV ARTY,LT INF DIV (T1)
BATTERY

Task: HOWITZER SEC/CREW GUNNERY TRAINING (6-2-TS300)

Supporting Task(s):

06-3-G004	ESTABLISH FIRING CAPABILITY AT THE FIRING POSITION (PALADIN UNITS)
06-4-C003	CONDUCT FIRE MISSIONS
06-4-C004	MANAGE AND SUBMIT HOWITZER SECTION REPORTS
06-4-C008	STORE AMMUNITION (HOWITZER SECTION)
06-4-C009	UNLOAD THE HOWITZER
06-4-C012	PREPARE HOWITZER FOR CONDUCT OF FIRE MISSIONS
06-4-C015	CONDUCT DIRECT FIRE
06-4-G000	PERFORM A SURVIVABILITY MOVE (PALADIN ONLY)
11-2-C302.06-C001	ESTABLISH AND OPERATE A SINGLE-CHANNEL VOICE RADIO NET
71-3-R231.06-0001	PERFORM RISK MANAGMENT PROCEDURES

Frequency: Biennially (1)

Types of Events: CTX

Supported Mission(s):

SURVIVE

Training Audience: BATTERY, TACTICAL OPERATIONS CENTER

Means (Event) (TADSS): 2 - Combat Command CTX (BBS and CBS Simulation)

Title: CTX for HOWITZER SEC/CREW GUNNERY TRAINING using BBS and CBS Simulation (06102L000)

Estimated Duration: 3 Hours

Replication of Conditions (A-D): A - CTC training; realism sufficient to permit appraisal of training readiness for USR

Multi-echelon Training:

Critical Training Gates:

Collective Task Gates: BATTERY proficient in: 06-3-C013; 06-3-G004; 06-4-C003; 06-4-C012

Individual Tasks

Comments: (Includes purpose of event; outcome supported; execution guidance about execution of the event; constraints posed byTADSS/et al)

PURPOSE:

OUTCOME:

EXECUTION GUIDANCE:

Resources:

REVISED CATS TASK TEMPLATE
HHB,DIV ARTY,LT INF DIV (T1)
TACTICAL OPERATIONS CENTER

Task: HOWITZER SEC/CREW GUNNERY TRAINING (6-2-TS300)

Supported Mission(s):

COMMUNICATE

Supporting Task(s):

06-3-G004	ESTABLISH FIRING CAPABILITY AT THE FIRING POSITION (PALADIN UNITS)
06-4-C003	CONDUCT FIRE MISSIONS
06-4-C004	MANAGE AND SUBMIT HOWITZER SECTION REPORTS
06-4-C008	STORE AMMUNITION (HOWITZER SECTION)
06-4-C009	UNLOAD THE HOWITZER
06-4-C012	PREPARE HOWITZER FOR CONDUCT OF FIRE MISSIONS
06-4-C015	CONDUCT DIRECT FIRE
06-4-G000	PERFORM A SURVIVABILITY MOVE (PALADIN ONLY)
11-2-C302.06-C001	ESTABLISH AND OPERATE A SINGLE-CHANNEL VOICE RADIO NET
71-3-R231.06-0001	PERFORM RISK MANAGMENT PROCEDURES

Frequency: Biennially (1)

Types of Events: CTX

Training Audience: BATTERY, TACTICAL OPERATIONS CENTER

Means (Event) (TADSS): 2 - Combat Command CTX (BBS and CBS Simulation)

Title: CTX for HOWITZER SEC/CREW GUNNERY TRAINING using BBS and CBS Simulation (06102L000)

Estimated Duration: 3 Hours

Replication of Conditions (A-D): A - CTC training; realism sufficient to permit appraisal of training readiness for USR

Multi-echelon Training:

Critical Training Gates:

Collective Task Gates: <u>TACTICAL OPERATIONS CENTER</u> proficient in: 06-2-A000.06-C000; 06-2-A001; 06-3-C013; 06-3-G004; 06-4-C003; 06-4-C012

Individual Tasks

Comments: (Includes purpose of event; outcome supported; execution guidance about execution of the event; constraints posed by TADSS/et al)

PURPOSE:
OUTCOME:
EXECUTION GUIDANCE:

Resources:

Appendix B11
CRITICAL GATE SUMMARY
FA BTRY MLRS (T1)

Mission/Tasks: Attack

Task(s):
43-2-C003, PERFORM Unit Maintenance Operations
43-2-C322, PERFORM UNIT LEVEL MAINTENANCE
43-2-C323, MANAGE Unit Maintenance Operations
43-2-C336, CONDUCT COMPANY-LEVEL MAINTENANCE OPERATIONS [FOR UNIT WITHOUT A MAINTENANCE ELEMENT]
43-2-R002, MANAGE Unit Maintenance Operations
43-3-C002, PERFORM Unit-Level Maintenance Operations
44-2-2317, ESTABLISH and OPERATE the battalion command post
44-2-7202, PLAN and COORDINATE air defense for a delay operation
44-2-8002, TRANSITION FROM PEACE TO WAR
44-2-8006, PERFORM EMERGENCY DESTRUCTION
44-2-9019, ALERT AND RECALL
44-2-C001, USE Passive Air Defense Measures
44-2-C221, TAKE Small Arms Air Defense Measures Against Hostile Aerial Platforms (Rotary-Wing, Fixed-Wing, Unmanned Aerial Vehicle)

Collective/Action Gates:

Means Event (Media) : FTX
Prerequisite Training Gates:

Means Event (Media) : Battalion FTX (JANUS)
Prerequisite Training Gates:
Battery "T" in 03-2-C309 (CONDUCT a Chemical Reconnaissance);

Means Event (Media) : LOGEX
Prerequisite Training Gates:
Battery "T" in 03-2-C309 (CONDUCT a Chemical Reconnaissance);

Means Event (Media) : LOGEX (UCOFT)
Prerequisite Training Gates:
Battery "T" in 03-2-C309 (CONDUCT a Chemical Reconnaissance);

Means Event (Media) : Branch LTX
Prerequisite Training Gates:

CRITICAL GATE SUMMARY

FA BTRY MLRS (T1)

Means Event (Media) : Branch LTX (UCOFT)
Prerequisite Training Gates:

Means Event (Media) : Branch STX
Prerequisite Training Gates:

Means Event (Media) : Branch STX (UCOFT)
Prerequisite Training Gates:

Means Event (Media) : Brigade TEWT
Prerequisite Training Gates:

Means Event (Media) : Brigade TEWT (SIMNET)
Prerequisite Training Gates:

Individual/Certification Gates:

Means Event (Media) : FTX
Prerequisite Training Gates:

Means Event (Media) : Battalion FTX (JANUS)
Prerequisite Training Gates:

Battery 01-5700.01-0001 (Communicate on a Tactical Radio);
03-3711.04-0001 (Report Information of Potential Intelligence Value);
071-311-2027 (LOAD AN M16A1 OR M16A2 RIFLE);
071-312-3027 (LOAD AN M60 MACHINE GUN);
071-331-0804 (PERFORM SURVEILLANCE WITHOUT THE AID OF ELECTRONIC DEVICES);
121-030-3534 (REPORT CASUALTIES);
301-348-1050 (REPORT INFORMATION OF POTENTIAL INTELLIGENCE VALUE);
441-091-1040 (VISUALLY IDENTIFY THREAT AIRCRAFT);
441-091-3001 (DIRECT UNIT AIR DEFENSE);
551-721-3352 (DIRECT CONVOY DEFENSE OPERATIONS);

Appendix B11
CRITICAL GATE SUMMARY
FA BTRY MLRS (T1)

Means Event (Media) : LOGEX
Prerequisite Training Gates:

Battery 01-5700.01-0001 (Communicate on a Tactical Radio);
03-3711.04-0001 (Report Information of Potential Intelligence Value);
071-311-2027 (LOAD AN M16A1 OR M16A2 RIFLE);
071-312-3027 (LOAD AN M60 MACHINE GUN);
071-331-0804 (PERFORM SURVEILLANCE WITHOUT THE AID OF ELECTRONIC DEVICES);
121-030-3534 (REPORT CASUALTIES);
301-348-1050 (REPORT INFORMATION OF POTENTIAL INTELLIGENCE VALUE);
441-091-1040 (VISUALLY IDENTIFY THREAT AIRCRAFT);
441-091-3001 (DIRECT UNIT AIR DEFENSE);
551-721-3352 (DIRECT CONVOY DEFENSE OPERATIONS);

Means Event (Media) : LOGEX (UCOFT)
Prerequisite Training Gates:

Battery 01-5700.01-0001 (Communicate on a Tactical Radio);
03-3711.04-0001 (Report Information of Potential Intelligence Value);
071-311-2027 (LOAD AN M16A1 OR M16A2 RIFLE);
071-312-3027 (LOAD AN M60 MACHINE GUN);
071-331-0804 (PERFORM SURVEILLANCE WITHOUT THE AID OF ELECTRONIC DEVICES);
121-030-3534 (REPORT CASUALTIES);
301-348-1050 (REPORT INFORMATION OF POTENTIAL INTELLIGENCE VALUE);
441-091-1040 (VISUALLY IDENTIFY THREAT AIRCRAFT);
441-091-3001 (DIRECT UNIT AIR DEFENSE);
551-721-3352 (DIRECT CONVOY DEFENSE OPERATIONS);

Means Event (Media) : Branch LTX
Prerequisite Training Gates:

Means Event (Media) : Branch LTX (UCOFT)
Prerequisite Training Gates:

Means Event (Media) : Branch STX
Prerequisite Training Gates:

Means Event (Media) : Branch STX (UCOFT)
Prerequisite Training Gates:

Appendix B11
CRITICAL GATE SUMMARY
FA BTRY MLRS (T1)

Means Event (Media) : Brigade TEWT
Prerequisite Training Gates:

Means Event (Media) : Brigade TEWT (SIMNET)
Prerequisite Training Gates:

Appendix B12

CATS 2 YEAR CALENDAR (MONTHLY)
FA BTRY MLRS (T1): TY 1 PLAN

Month:	1	2	3	4	5	6	7	8	9	10	11	12
Battery	EDRE (4)					4 - LOGEX (4)						
BATTERY HEADQUARTERS	EDRE (4)											
BATTERY HQs			3 - CPX (EXEVAL) (4)*	FTX (4)†								
MAINTENANCE SECTION	EDRE (4)			FTX (4)†								
PADS PARTY	EDRE (4)			FTX (4)†								
SUPPLY SECTION	EDRE (4)											
FOOD SERVICE SECTION												
INTEL SECTION												
INTELLIGENCE SECTION												
FIRE DIRECTION CENTER												

* This is a footnote.
† This is an FTX footnote.

3 FIRING PLATOON HQ												
9 FIRING SECTIONS				FTX (4)[†]								
AMMUNITION PLATOON				FTX (4)[†]								
COMBAT MEDIC SECTION												
SPECIAL TEAMS												

Bold numbers in () indicates the number of hours for the event.

Appendix B12

CATS 2 YEAR CALENDAR (MONTHLY)
FA BTRY MLRS (T1): TY 2 PLAN

Month:	1	2	3	4	5	6	7	8	9	10	11	12
Battery												
BATTERY HEADQUARTERS												
BATTERY HQs												
MAINTENANCE SECTION												
PADS PARTY												
SUPPLY SECTION												
FOOD SERVICE SECTION												
INTEL SECTION												
INTELLIGENCE SECTION												
FIRE DIRECTION CENTER												
3 FIRING PLATOON HQ												

Appendix B12

9 FIRING SECTIONS												
AMMUNITION PLATOON												
COMBAT MEDIC SECTION												
SPECIAL TEAMS												

Bold numbers in () indicates the number of hours for the event.

Appendix B13
CATS Resource Report

FA BTRY FA BN MLRS / MAINTENANCE SECTION
Field Artillery
A22496 (A) Aiming Circle
QUANTITY AUTHORIZED: 0

Plan: 1212 Version: 1 Training Year: 1 Plan Name: Test Plan

Total OPTEMPO Allotted:

Total Systems Planned: 40

OPTEMPO / TRAINING DAYS ANALYSIS

TYPE EVENT	NUMBER OF SYSTEMS	FREQUENCY*	AVG SYSTEMS PER EVENT	TOTAL SYSTEMS	TADSS
Battalion LTX	0	0 / 1	0	0	BBS, CBS
Battalion STX	40	1 / 1	40	40	BBS, CBS
Battalion CPX	0	0 / 1	0	0	BBS, CBS
Battalion FTX	0	0 / 1	0	0	BBS, CBS
TOTAL SYSTEMS				**40**	

TADSS ID	TADSS NAME
BBS	BATTALION/BRIGADE BATTLE SIMULATION
CBS	CORPS BATTLE SIMULATION SYSTEM (V1.3)

*Frequency lists the actual frequency / required frequency for the action per year.

Appendix B14
CATS Action Summary Report

TOE Id 06367L100

Task Selection / Action Category / TADSS Selection Action Name	TA	Slice TA	DODIC	LIN	Duty Position
6-2-TS300/TmTrng/6-FSCATT TmTrng for BN-SEC/CREW (HOW): (DELIVER FIRES) using (06367L100)	2	0	0	0	0
6-2-TS301/TmTrng/-NTES- TmTrng for BN-SEC/CREW (FDC): (DELIVER FIRES) (06367L100)	1	0	8	6	7
6-2-TS302/TmTrng/-NTES- TmTrng for BN-SEC/CREW (AMMO): (DELIVER FIRES) (06367L100)	1	0	0	0	0
6-2-TS400/STX/6-6-TA900 STX for BN-SEC/CREW (FIGHT) (FDC): (DIGITAL SUSTAINMENT) using Deploy CPX (06367L100)	1	0	0	0	0
6-2-TS500/TmTrng/-NTES- TmTrng for BN-SEC/CREW (HOW): (MOVE) (06367L100)	1	0	0	0	0
6-2-TS501/CPX/6-6-TA900 CPX for BN-SEC/CREW (FDC): (MOVE) using Deploy CPX (06367L100)	1	0	0	0	0
6-2-TS502/TmTrng/-NTES- TmTrng for BN- SEC/CREW (FIGHT) (AMMO): (MOVE) (06367L100)	1	0	0	0	0
6-2-TS700/FTX/-NTES- FTX for BN-SEC/CREW (HOW): (SURVIVE) (06367L100)	2	0	0	0	0
6-4-TS300/CALFEX/6-6-TA900 CALFEX for FIRING BATTERY/PLATOON (FIGHT): (DELIVER FIRES) using BBS and CBS Simulation (06367L100)	4	0	8	5	7
6-4-TS300/CALFEX/6-7-TA801 CALFEX for FIRING BATTERY/PLATOON (FIGHT): (DELIVER FIRES) using BBS and CBS Simulation (06367L100)	4	0	19	8	18
6-4-TS300/FTX/6-7-TA801 FTX for FIRING BATTERY/PLATOON (FIGHT): (DELIVER FIRES) using BBS and CBS Simulation (06367L100)	4	0	0	0	0
6-4-TS300/FTX/-NTES- FTX for FIRING BATTERY/PLATOON (FIGHT): (DELIVER FIRES) using BBS and CBS Simulation (06367L100)	4	0	0	0	0
6-4-TS401/STX/-NTES- STX for FIRING BATTERY/PLATOON (FIGHT): (COMMUNICATE) (06367L100)	3	0	0	0	0
6-4-TS501/FTX/-NTES- FTX for FIRING BATTERY/PLATOON (FIGHT): (MOVE) (06367L100)	1	0	3	3	4
6-4-TS601/STX/-NTES- STX for FIRING BATTERY/PLATOON (FIGHT): (MAINTAIN & RESUPPLY) (06367L100)	2	0	0	0	0
6-4-TS701/STX/-NTES- STX for FIRING BATTERY/PLATOON (FIGHT): (SURVIVE) (06367L100)	4	0	0	0	0

TOE Id 06396A000
(No Training Audience in this TOE)

TOE Id 06396F000

Task Selection / Action Category / TADSS Selection Action Name	TA	Slice TA	DODIC	LIN	Duty Position
6DM-4-TS40/CPX/-NTES- CPX for C&A BATTALION (FIGHT) HHS: (COMMUNICATE) (06396F000)	4	0	0	0	0
6DM-4-TS40/FTX/-NTES- FTX for C&A BATTALION (FIGHT) HHS: (COMMUNICATE) (06396F000)	4	0	0	0	0
6DM-4-TS40/STX/-NTES-					

STX for C&A BATTALION (FIGHT) HHS: (COMMUNICATE) (06396F000)	4	0	0	0	0
6DM-4-TS50/FTX/-NTES- FTX for C&A BATTALION (FIGHT) HHS: (MOVE) (06396F000)	2	0	0	0	0
6DM-4-TS50/STX/-NTES- FTX for C&A BATTALION (FIGHT) HHS: (MOVE) (06396F000)	2	0	0	0	0
6DM-4-TS60/FTX/-NTES- FTX for C&A BATTALION (FIGHT) HHS: (MAINTAIN AND RESUPPLY) (06396F000)	3	0	0	0	0
6DM-4-TS60/STX/-NTES- STX for C&A BATTALION (FIGHT) HHS: (MAINTAIN AND RESUPPLY) (06396F000)	3	0	0	0	0
6DM-4-TS70/FTX/-NTES- FTX for C&S BATTALION (FIGHT) HHS: (SURVIVE) (06396F000)	3	0	0	0	0
6DM-4-TS70/STX/-NTES- STX for C&A BATTALION (FIGHT) HHS: (SURVIVE) (06396F000)	3	0	0	0	0
6DM-5-TS00/MAPEX/6-6-TA900 MAPEX for DIV MLRS, C&S (FIGHT): (PREPARATION FOR COMBAT) using Deploy CPX (06396F000)	6	0	0	0	0
6DM-5-TS00/STAFFEX/6-6-TA900 STAFEX for C&A MLRS, C&S (FIGHT): (PREPARATION FOR COMBAT) using Deploy CPX (06396F000)	6	0	0	0	0
6DM-5-TS00/TEWT/6-6-TA900 MAPEX for C&A MLRS, C&S (FIGHT): (PREPARATION FOR COMBAT) using Deploy CPX (06396F000)	6	0	0	0	0
6DM-5-TS01/STAFFEX/6-6-TA900 STAFFEX for DIV MLRS, C&S (FIGHT): (EXECUTION OF BATTLE) using Deploy CPX (06396F000)	4	0	0	0	0
6DM-5-TS10/CPX/6-7-TA801 CPX for DIV MLRS,C&S (FIGHT): (PLAN FOR COMBAT OPERATIONS) using BBS and CBS Simulation (06396F000)	7	0	0	0	0
6DM-5-TS10/FTX/6-7-TA801 FTX for DIV MLRS,C&S (FIGHT): (PLAN FOR COMBAT OPERATIONS) using BBS and CBS Simulation (06396F000)	7	0	0	0	0
6DM-5-TS30/FTX/-NTES- FTX for C&A BATTALION (FIGHT): DELIVER FIRES (06396F000)	3	0	0	0	0
6DM-5-TS30/STX/-NTES- STX for C&A BATTALION (FIGHT): (DELIVER FIRES) (06396F000)	3	0	0	0	0
6DM-5-TS40/CPX/-NTES- CPX for C&A BATTALION (FIGHT): (COMMUNICATE) (06396F000)	6	0	0	0	0
6DM-5-TS40/FTX/-NTES- FTX for C&A BATTALION (FIGHT): (COMMUNICATE) (06396F000)	6	0	0	0	0
6DM-5-TS40/STAFFEX/-NTES- STAFFEX for C&A BATTALION (FIGHT): (COMMUNICATE) (06396F000)	6	0	0	0	0
6DM-5-TS40/STX/-NTES- STX for C&A BATTALION (FIGHT): (COMMUNICATE) (06396F000)	6	0	0	0	0
6DM-5-TS41/CPX/6-7-TA801 CPX for C&A BATTALION (FIGHT) C&SO: (DIGITIZATION) (06396F000)	2	0	0	0	0
6DM-5-TS41/FTX/-NTES- FTX for C&A BATTALION (FIGHT) C&SO: (DIGITIZATION) (06396F000)	2	0	0	0	0
6DM-5-TS41/MAPEX/-NTES- MAPEX for C&A BATTALION (FIGHT) C&SO: (DIGITIZATION) (06396F000)	2	0	0	0	0
6DM-5-TS41/STAFFEX/-NTES- STAFFEX for C&A BATTALION (FIGHT) C&SO: (DIGITIZATION) (06396F000)	2	0	0	0	0
6DM-5-TS41/STX/-NTES- STX for C&A BATTALION (FIGHT) C&SO: (DIGITIZATION) (06396F000)	2	0	0	0	0
6DM-5-TS41/TEWT/-NTES- TEWT for C&A BATTALION (FIGHT) C&SO: (DIGITIZATION) (06396F000)	2	0	0	0	0
6DM-5-TS50/FTX/-NTES- FTX for C&A BATTALION (FIGHT): (MOVE) (06396F000)	3	0	0	0	0
6DM-5-TS50/STX/-NTES- STX for C&A BATTALION (FIGHT): (MOVE) (06396F000)	3	0	0	0	0
6DM-5-TS60/FTX/-NTES-					

FTX for C&A BN, (FIGHT) C&SO: (CONDUCT CSS STAFF OPS) (06396F000)	4	0	0	0	0
6DM-5-TS60/LOGEX/-NTES- LOGEX for C&A BN, (FIGHT) C&SO: (CONDUCT CSS STAFF OPS) (06396F000)	4	0	0	0	0
6DM-5-TS70/FTX/-NTES- FTX for C&A BATTALION (FIGHT): (SURVIVE) (06396F000)	8	0	0	0	0
6DM-5-TS70/STX/-NTES- STX for C&A BATTALION (FIGHT): (SURVIVE) (06396F000)	8	0	0	0	0
6MD-5-TS60/FTX/-NTES- FTX for C&A BATTALION (FIGHT): (MAINTAIN AND RESUPPLY) (06396F000)	6	0	0	0	0
6MD-5-TS60/STX/-NTES- STX for C&A BATTALION (FIGHT): (MAINTAIN AND RESUPPLY) (06396F000)	6	0	0	0	0

TOE Id 06399F000

Task Selection / Action Category / TADSS Selection Action Name	TA	Slice TA	DODIC	LIN	Duty Position
6DM-2-TS20/TmTrng/6-6-TA900 TmTrng for DIV MLRS,FA BTRY (FIGHT): (RADAR, AQUIRE TARGETS) using Deploy CPX (06399F000)	1	0	0	0	0
6DM-4-TS42/CPX/6-6-TA900 FTX for DIV MLRS, TAB (FIGHT): (COMMUNICATE) using Deploy CPX (06399F000)	2	0	0	0	0
6DM-4-TS42/FTX/6-6-TA900 FTX for DIV MLRS, TAB (FIGHT): (COMMUNICATE) using Deploy CPX (06399F000)	2	0	0	0	0
6DM-4-TS52/FTX/6-6-TA900 FTX for DIV MLRS, TAB (FIGHT): (MOVE) using Deploy CPX (06399F000)	1	0	0	0	0
6DM-4-TS62/FTX/6-6-TA900 FTX for DIV MLRS, TAB (FIGHT): (MAINTAIN & RESUPPLY) using Deploy CPX (06399F000)	4	0	0	0	0
6DM-4-TS72/FTX/6-6-TA900 FTX for DIV MLRS, TAB (FIGHT): (SURVIVE) using Deploy CPX (06399F000)	2	0	0	0	0

Report Date: 3 Nov 2000

Synopsis Report for Collective Task

01-3-1011

ESTABLISH THE ALOC WITH THE S4 SECTION

Status: Proposed

Last Changed: 15 May 2000

Task Data:
- **Proponent:** Aviation
- **Type:** Unit
- **MOPP:** Always
- **Common:** No
- **Major BOS:** Deploy/Conduct Maneuver
- **Night Vision:** No
- **Staff Task:** No
- **Restricted Read:** No
- **Approved:**
- **Obsolete:**

POC Data: ARGUSTA BELL
Address: US ARMY AVIATION CENTER
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FORT RUCKER, AL 36362
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Analysis Initiated: 04/15/1999
Completed: 04/15/1999

Condition: As a battery at a decontamination site, given gender changer f/f and [supporting product]. [CUE] This task is always performed in MOPP4.

Standard: The ALOC will be established in the best position to coordinate service support operation for the battalions but must be located 100 meters from the TOC. The ALOC will operate 24 hours daily. ALOC ensures all requested supplies are received by units IAW commanders guidance. The rear ALOC tracks, analyzes and controls CSS to sustain operations while remaining prepared to become the main CP if the TOC is not operational or becomes incapacitated.

TASK STEPS AND PERFORMANCE MEASURES	GO	NO-GO
1. test		

Supporting Products (References)

Step Id	Product Id	Title
-----	.50 CAL LRTA	.50 CAL LIMITED RANGE TRAINING AMMUNITION
-----	002	MAP OF AREA 1:50,000
1.	.50 CAL LRTA	.50 CAL LIMITED RANGE TRAINING AMMUNITION

MTP/Unit Type:

ARTEP Number	Title
ARTEP 6-397-30-MTP	MISSION TRAINING PLAN FOR THE MULTIPLE LAUNCH ROCKET SYSTEM BATTERY

Missions:

Title
DELIVER FIRES

Elements/Frequency: None.

Elements/Mission:

TOE	Para	Title	Mission
06395A000	00	FA BN MLRS (HVY DIV)	DELIVER FIRES

Supporting Individual Tasks

Step Id	Task Id	Title
-----	01-1611.00-0000	
-----	061-32094XXX	Orient the GLPS for Direction Using Know Position
-----	061-351-1013	PROCESS A PRECISION REGISTRATION BY USING THE BACKUP COMPUTER SYSTEM (BUCS)
-----	061-351-1023	PERFORM OPERATORS AND ORGANIZATIONAL MAINTENANCE ON THE BACKUP COMPUTER SYSTEM (BUCS)
1.	01-1611.00-0000	

Supporting Drill Tasks

Step Id	Task Id	Title
-----	6-2-D22302	LAY THE HOWTIZER USING THE AIMING POINT DEFLECTION METHOD
1.	6-2-D22302	LAY THE HOWTIZER USING THE AIMING POINT DEFLECTION METHOD

OPFOR Tasks:

Task Number: 6-1-OF003

Title: Conduct Hasty Ambush

Condition: OPFOR element is moving into a wooded area when an enemy march element is seen moving along a nearby route.

fs20**Standard:** 1. Prepares ambush site before arrival of enemy element.

2. Suprises enemy force.

3. Inflicts heavy casualties within designated kill zone.

4. Inflicts heavy

Prerequisite Collective Tasks: None.

Supporting Collective Tasks

Step Id	Task Id	Title
-----	03-3-C225.06-A010	CONDUCT CHEMICAL RECONNAISSANCE
1.	03-3-C225.06-A010	CONDUCT CHEMICAL RECONNAISSANCE

Supported Collective Tasks

Step Id	Task Id	Title
1.	06-5-A000	PERFORM OBSERVATION AND SURVEILLANCE
2.	06-5-A000	PERFORM OBSERVATION AND SURVEILLANCE
8.	06-5-A000	PERFORM OBSERVATION AND SURVEILLANCE

Supported CATS Task Actions: None.

Supported CATS Task Selections: None.

Supported BOS (AUTL): None.

Categories

Category	Item	Name
Collective Tasks	Review	Under Review

LIN Equipment: None.

NSN Equipment:

NSN	Title
A22496	Aiming Circle
A22496	Aiming Circle

Exercises:

Name
Combined Field Training Exercise

Glossary

Step Id	Term	Definition
1.	1SGA	First Sergeants Academy
1.	A/D	Analog to Digital

Multimedia

Step Id	Fig. Number	Title
1.		

Lessons: None.

Courses

Id	Ver.	Title	Status	Date
042-13M30 (F).0	061	TATS MLRS Section Chief BNCOC	H	1/1/00

Environmental: None.

Safety: None.

Standard Degradation: None.

Remarks: None.

Change History:

Date	Time	UserId	Comment
10/18/2000	12:11:05	d_elaine	test
10/16/2000	16:00:55	d_kathy	test
10/16/2000	15:59:29	d_kathy	test
10/16/2000	15:58:41	d_kathy	This record was copied from 01-1-1011.
09/27/2000	11:29:45	d_kathy	
09/27/2000	11:17:10	d_sandra	
09/27/2000	10:11:01	d_kathy	
09/27/2000	09:57:08	d_kathy	
08/22/2000	16:54:58	d_robin	
08/22/2000	15:16:19	d_sandra	
05/18/2000	10:02:44	d_kathy	
05/15/2000	10:34:21	d_kathy	TEST

Appendix C
Individual Reports

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APPENDIX C1
Example STP/Individual Task Summary (RTF) Report

[1]SOLDIER TRAINING
PUBLICATION
No. XTC 21-306-SM

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 01 Jan 1900

SOLDIER'S MANUAL and TRAINER'S GUIDE

MOS 19K

DRIVER TRAINING FOR TRACKED VEHICLES

Skill Level 1

TABLE OF CONTENTS

PAGE

*DESTRUCTION NOTICE:

* This publication supersedes ….

[1]DESTRUCTION NOTICE:

* This publication supersedes ....

CHAPTER 2

MOS TRAINING PLAN (MTP)

2-1. General. The MOS Training Plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard. The MTP consists of two parts. Each part is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, training up, and sustainment training requirements for soldiers in this MOS.

Part One of the MTP shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas.

Section I lists subject area numbers and titles used throughout the MTP. These subject areas are used to define the training requirements for each duty position within an MOS.

Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

- **Duty Position column**. This column lists the duty positions of the MOS, by skill level, which have different training requirements.
- **Subject Area column**. This column lists, by numerical key (see Section I), the subject areas a soldier must be proficient in to perform in that duty position.
- **Cross Train column**. This column lists the recommended duty position for which soldiers should be cross-trained.
- **Train-up/Merger column**. This column lists the corresponding duty position for the next higher skill level or MOSC the soldier will merge into on promotion.

Part Two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

- **Subject Area column**. This column lists the subject area number and title in the same order as Section I, Part One of the MTP.
- **Task Number column**. This column lists the task numbers for all tasks included in the subject area.
- **Title column**. This column lists the task title for each task in the subject area.
- **Training Location column**. This column identifies the training location where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word “Unit” will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (ANCOC, BNCOC, etc.), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

OSUT	One Station Unit Training
AIT	Advanced Individual Training
UNIT	Trained in the Unit
BNCOC	Basic NCO Course
ANCOC	Advanced NCO Course

Figure 2-1. Training Locations

- **Sustainment Training Frequency column**. This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA	-	Biannually
AN	-	Annually
SA	-	Semiannually
QT	-	Quarterly
MO	-	Monthly
BW	-	Bi-weekly
WK	-	Weekly

Figure 2-2. Sustainment Training Frequency Codes

- **Sustainment Training Skill Level column**. This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier's manual standards.

2-2. Subject Area Codes.

Skill Level 1

0 driver

Skill Level 3

0 driver

Skill Level 4

0 driver

2-3. Duty Position Training Requirements.

2-4. Critical Tasks List.

MOS TRAINING PLAN
306

CRITICAL TASKS **Skill Level**

Subject Area	Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL
	071-326-0608	USE VISUAL SIGNALING TECHNIQUES WHILE MOUNTED	AIT	1-	SA
	171-126-1001	START/STOP THE ENGINE ON AN M1 TANK	AIT	1-	SA
	171-126-1002	DRIVE AN M1/M1A1 TANK	AIT	1-	SA
	171-126-1003	SLAVE START AN M1/M1A1/M1A2 TANK	AIT	1-	SA
	171-126-1006	RECOVER AN M1/M1A1/M1A2 TANK BY SIMILAR VEHICLE	AIT	1-	SA
	171-126-1007	PREPARE THE DRIVER'S STATION FOR OPERATION ON AN M1/M1A1/M1A2 TANK	AIT	1-	SA
	171-126-1008	SECURE THE DRIVER'S STATION ON AN M1/M1A1/M1A2 TANK	AIT	1-	SA
	171-126-1009	OPERATE THE AN/VVS-2 NIGHT VISION VIEWER IN DRIVER'S HATCH ON AN M1/M1A1/M1A2 TANK	AIT	1-	SA
	171-126-1010	REMOVE/INSTALL TRACK BLOCK(S) ON AN M1/M1A1/M1A2 TANK	AIT	1-	SA
	171-126-1045	TOW AN M1/M1A1/M1A2 TANK	AIT	1-	SA
	171-126-1057	UNLOCK STUCK PARKING BRAKES ON AN M1/M1A1/M1A2 TANK	AIT	1-	SA
	171-126-1102	PERFORM DRIVER'S BEFORE-OPERATIONS CHECKS AND SERVICES ON AN M1/M1A1/M1A2 TANK	AIT	1-	SA
	171-126-1106	PERFORM DRIVER'S AFTER-OPERATIONS CHECKS AND SERVICES ON AN M1/M1A1/M1A2 TANK	AIT	1-	SA
	171-126-1111	OPERATE THE DRIVER'S INTEGRATED DISPLAY (DID) ON AN M1A2 TANK	AIT	1-	SA
	171-126-1128	RECOVER A TRACKED VEHICLE BY FIELD EXPEDIENT MEANS	AIT	1-	SA
	171-126-1134	START/STOP THE ENGINE ON AN M1A1TANK			
	171-126-1136	DRIVE AN M1A2 TANK			
	171-126-1142	START/STOP THE ENGINE ON AN M1A2 TANK			

CHAPTER 3

MOS / SKILL LEVEL TASKS

Skill Level 1

Subject Area 0: driver

START/STOP THE ENGINE ON AN M1 TANK

171-126-1001

Conditions: Given a stationary M1/M1A1/M1A2 tank in a field environment or motor pool with all systems powered up and tracks blocked. The TC has directed you to start or stop the engine.

Standards: Start the engine in accordance with the appropriate TM. Perform after-start checks. Stop the engine in accordance with the appropriate TM. Observe all safety warnings and cautions to prevent injuries to personnel and damage to equipment.

Performance Steps

1. Perform the following steps for normal starting.
   a. Check with tank commander and to ensure no one is behind the tank.
   b. Make sure that transmission control is set to N.
   c. M1: Have tank commander check commander's control panel for circuit breaker open to ensure it is not lit.
   d. Set turret networks box circuit breaker CB3 OFF.

WARNING: Do not start engine unless the commander has a clear view of area around the vehicle. TC should warn personnel to stay clear of vehicle rear end. Personnel behind tank can be burned. CAUTION: Ensure the steer throttle control is centered before starting engine. Vehicle will turn left or right if STEER-THROTTLE CONTROL is not centered when PUSH TO-START BUTTON is pressed. DO NOT leave driver's station once vehicle engine is started. CAUTION: Ensure TURRET POWER switch on commander's panel is set to OFF. Damage to turret electrical components may result from using the engine starter while turret power is on.

   e. Notify TC before starting engine.
   f. Press START button approximately 3 seconds and release.

CAUTION: Do not attempt any further starts of vehicle with the following symptoms. Shut down tank and notify unit maintenance. Serious engine damage may result. Engine aborts start but ABORT light does not come on. Engine starts but no throttle response, no RPMs on gage and no FUEL CONTROL FAULT light. Engine starts but no throttle response. Zero RPMs on RPM indicator, and no ENGINE SENSOR FAULT caution message.

   g. If START light does not come on, perform troubleshooting procedures in accordance with the TM.
   h. If engine starts, make AFTER-START CHECKS (go to step #4).

2. Start engine after ABORTED START.
   a. When engine has stopped turning, set VEHICLE MASTER POWER switch OFF for 10 seconds (to turn off ABORT light), then set the VEHICLE MASTER POWER switch back to ON. Start may be tried again.
   b. If starting the engine with 23.5 volts or less, set VEHICLE MASTER POWER switch to ON and watch the ELECTRICAL voltmeter gage.
   c. Press in and hold PUSH TO START SWITCH for 20-30 seconds and release.

Performance Steps

d. If engine fails to start, wait one minute then do step 2d-2f.
e. Set and hold STARTER only switch for 20-30 seconds and release.
f. Wait until engine stops turning and RPM gage/indicator shows 0 RPM before proceeding.
g. Press and hold PUSH TO START switch for 3 seconds and release.
h. If tank starts, make AFTER-START-CHECKS (go to step #4).

WARNING: To avoid dangerous NBC contamination or toxic ammunition fumes, be sure to turn CB3 back on after starting engine light appears (with CB3 off, system will not turn on automatically).

3. Start engine during extreme cold (0 F, 18 C, 65 F, 54 C or colder).
   a. Tell gunner to perform hydraulic zero pressure check to bring hydraulic system pressure to zero.
   b. Set TURRET POWER switch on commander's panel to OFF.
   c. Attempt to start engine using normal procedures.
   d. If engine starts, perform the following:
      (1) Wait 2 minutes then instruct loader to turn circuit breaker CB-3 on.
      (2) Perform after start checks (go to step 4).
   e. If engine does not start, turn off ABORT light/signal and hold START button for about 3 seconds. If engine starts, perform d(1) and d(2). If engine does not start, continue with f.
   f. Turn off ABORT light/signal if required and push start button again and hold until STARTED message appears but no longer than 2 minutes. If engine does not start, continue with g.
   g. Push and hold START ONLY for 20-30 seconds.
   h. Wait until engine stops turning and make 3 more attempts using steps e and f. If engine doesn't start, notify unit maintenance.

4. Perform after start checks (NORMAL).
   a. Ensure the TACTICAL IDLE switch is in the OFF Position.
   b. Idle engine for at least one minute.
   c. Check RPM gage/indicator.
   d. Ensure engine rpm is 870 to 950. If not notify unit maintenance.
   e. Set the TACTICAL IDLE switch to the ON position.
   f. Check RPM gage/indicator.
   g. Ensure engine rpm is 1250 to 1350. If not notify unit maintenance.
   h. Set the TACTICAL IDLE to the OFF position.
   i. Check that electrical system gage reads between 27.5V - 28.5 volts.
   j. If gage does not show a steady 27.5V to 28.5V reading, perform troubleshooting.
   k. Check warning and caution lights.
      (1) Check if the MASTER WARNING light is lit. If not, perform troubleshooting.
      (2) Check that the PARKING/SERVICE BRAKE LIGHT is lit. If not, perform troubleshooting.
      (3) Check that the ENGINE and TRANSMISSION warning lights and FIRElight are not lit. If not, perform troubleshooting and immediate action.
      (4) Check that the MASTER CAUTION light is not lit.
   l. If MASTER CAUTION light is lit, check instrument panel to see when yellow light is lit and perform the steps for that caution light(s).
   m. Check hydraulic brake pressure gage.

CAUTION: If loud, high-pitched, squealing noise is heard, or hydraulic pressure drops suddenly to 500 psi. or less, larger hydraulic leak could be present. Inform tank commander that turret power should be shut off immediately, then shut down engine as soon as possible to prevent damage to engine-driven hydraulic pump.CAUTION: Repeated use of parking brake system without turret power on could cause lack of hydraulic pressure and failure of parking brake system.

      (1) Turn turret power on.
      (2) Check that the parking brake hydraulic system gage reads steady and shows 1200-1800 psi.

Performance Steps

(3) Shut down engine and notify unit maintenance if brake pressure gage shows less than 1200 psi.
(4) Continue mission, but notify unit maintenance if brake pressure gage shows more than 1800 psi.

n. Check brakes.

WARNING: Inform all personnel inside and outside tank before doing brake check. People standing in front of tank could be injured if tank moves.

(1) Inform personnel that a brake check is going to be performed.
(2) Press and hold service brake pedal as far as it will go.
(3) Pull PARKING BRAKE RELEASE handle, then push it back.
(4) Check that PARKING/SERVICE BRAKE light is not lit. If it is lit, perform the following:
   (a) Press parking brake pedal as far as it will go and go and release.
   (b) Let go service brake pedal and repeat step (1) through (4).
   (c) If light is still lit, press parking brake pedal. Set engine SHUTOFF switch to SHUTOFF. Notify unit maintenance.
(5) Set transmission control to "D" (Drive) while holding service brake.
(6) Twist throttle controls slowly rearward and hold for 10 seconds, while observing RPM gage.
(7) Make sure that tank doesn't creep forward. If it does, perform the following:
   (a) Twist throttle controls fully forward as far as they will go.
   (b) Press parking brake as far as it will go.
   (c) Set transmission control to "N" (Neutral).
   (d) Press and hold service brake pedal.
   (e) Release parking/service brake pedals.
   (f) Set engine SHUTOFF switch to SHUTOFF.
   (g) Notify unit maintenance.
   (h) Twist throttle controls all the way forward.
   (i) Set transmission control to "N" (Neutral).
   (j) Set parking brake as far as it will go.
   (k) Inform personnel inside vehicle that brake test is completed.

o. Check transmission downshift.

(1) Press and hold service brake pedal with your foot.
(2) Set transmission control to D.
(3) Turn steer control all the way to right, listen for clunking sound from transmission.
(4) Turn steer control all the way to left, while listening for clunking.
(5) Turn steer control back to center position.
(6) Pull PARKING BRAKE RELEASE handle then push it back.
(7) Put both hands on throttle handgrips.
(8) Release service brake pedal.
(9) Twist hand grips back to move tank forward at a speed of one or two mph.
(10) Turn steer control gradually to the right until it is all the way to the right. As down-shift occurs tank will make a tighter turn.
(11) Turn steer control gradually to the left until it is all the way to the left. As down-shift occurs tank will make a tighter turn.
(12) Turn steer control back to center position and twist hand-grips forward as far as they will go.
(13) If no change in tightness of turn was noticed in (11) and (12), notify unit maintenance after doing steps (13) through (16).
(14) Press and hold service brake pedal to stop tank.
(15) Press parking brake pedal as far as it will go.
(16) PARKING/SERVICE BRAKES LIGHT should come on, if not perform troubleshooting procedures.
(17) Set transmission control to N.
(18) Release service brake pedal.

Performance Steps

5. Perform after-start checks during extreme cold.
   a. If throttle controls have no effect on engine, RPM gage/indicator shows 0 RPM, and:
   b. Check engine indicators.
      (1) Let engine run. As it runs RPM will begin to show on gage/indicator.
      (2) Press and hold service brake pedal and set transmission control to D.
      (3) Press RESET button on ALERT PANEL.
      (4) Set transmission control to N.
      (5) Notify unit maintenance if any of the following occurs:
         (a) Throttle control does not operate normally.
         (b) FUEL CONTROL FAULTY light is lit. Repeat steps (1) through (4) before notifying organizational maintenance.
      (6) Complete engine indicator checks for unusual conditions.
   c. Check warning lights.
      (1) Check the MASTER WARNING light is lit. If not lit, do troubleshooting.
      (2) Check that PARKING/SERVICE BRAKES light is lit. If not lit, do troubleshooting.
      (3) Check that ENGINE warning lights, TRANSMISSION warning lights and FIRE light on driver''s instrument panel are not lit. If lit, do immediate action for light(s) lit.
   d. Check hydraulics.
      (1) Have the gunner check hydraulic pressure gage. Gage should show 200 to 300 psi. If not, notify organizational maintenance.
      (2) Have the TC turn on turret power.
      (3) Check hydraulic pressure gage.
         (a) If gage shows 1700 to 2000 psi, continue mission but notify organizational maintenance as soon as possible. It is safe to operate fire control system in NORMAL MODE.
         (b) If gage shows 1100 to 1500 psi, continue mission but notify unit maintenance as soon as possible. Use EMERGENCY MODE to operate fire control system.
         (c) If gage shows more that 2000, or less than 1100 psi, shut down engine and notify unit maintenance.
   e. If light remains on after 20 minutes, but the items the gunner checked in the proceeding checks were OK, continue mission but notify unit maintenance as soon as possible.
   f. If the light goes off and then comes back on, shut down engine and perform troubleshooting.
   g. Check parking brake system hydraulic pressure gage.
      (1) If gage shows more than 1800 psi, continue mission, but notify unit maintenance as soon as possible.
      (2) If gage shows less than 1400 psi, shut down engine and notify unit maintenance.
   h. Check caution lights.
      (1) Check that MASTER CAUTION light is not lit. If it is lit:
         (a) Check driver''s instrument panel to see which light lit.
         (b) If HYDRAULIC SYSTEM MALFUNCTION light is lit, press RESET button and continue mission.
         (c) If transmission OIL LOW light is lit, press RESET button and allow transmission oil to warm up 20 minutes by running engine at idle with transmission control set to N. If light goes out, oil level is OK. If light does not go out after 20 minutes, shut down engine and check transmission oil.
         (d) If any CAUTION light except HYDRAULIC SYSTEM MALFUNCTION light and TRANSMISSION OIL LOW light is lit at driver''s instrument panel do troubleshooting steps for that light.

6. Shut down engine.
   a. Turn throttle controls all the way forward to idle position.
   b. Press and hold service brake pedal to stop tank if moving.
   c. Set transmission control to N.

REFERENCES

Field Manuals

FM 21-17	DRIVER SELECTION, TNG, AND SUPV: TRACK COMBAT VEHICLE
FM 21-26	Map Reading and Land Navigation
FM 21-31	Topographic Symbols
FM 5-33	TERRAIN ANALYSIS

Graphic Training Aids

GTA 17-2-14B	VISUAL SIGNALS, ARMOR
GTA 20-1-1 (T)	DRIVER EDUCATION

Field Manuals

FM 101-5-1	OPERATIONAL TERMS AND SYMBOLS
FM 17-12-2	Tank Combat Tables, M48A5/M60A1. 27 January 1987.
FM 17-12-3	Tank Combat Tables, M60A3. 3 November 1986.
FM 17-95	CAVALRY OPERATIONS
FM 20-22	VEHICLE RECOVERY OPERATIONS
FM 21-26	Map Reading and Land Navigation
FM 21-305	Manual for the Wheeled Vehicle Driver
FM 21-31	Topographic Symbols
FM 21-60	Visual Signals
FM 21-75	COMBAT SKILLS OF THE SOLDIER
FM 3-100	NBC OPERATIONS
FM 3-5	NBC DECONTAMINATION
FM 5-34	Engineer Field Data
FM 5-36	ROUTE RECONNAISSANCE AND CLASSIFICATION
FM 55-15	Transportation Reference Data
FM 55-30	Army Motor Transport Units And Operations
FM 55-312	Military Convoy Operation In the Continental United States
FM 7-10	THE INFANTRY RIFLE COMPANY
FM 7-7	The Mechanized Infantry Platoon and Squad [APC]

Technical Manuals

TM 750-244-6	Procedures for Destruction of Tank-Automotive Equipment to Prevent Enemy Use (US Army Tank-Automotive Command)
TM 9-2350-252-10-1	Operator"s Manual for Fighting Vehicle, Cavalry, M3, M3A1, Hull
TM 9-2350-255-10-2	Operator"s Manual Operation Under Usual and Unusual Conditions for Tank, Combat, Full-Tracked: 105-mm Gun, M1 General Abrams
TM 9-2350-255-10-3	Operator"s Manual Troubleshooting and Maintenance for Tank, Combat, Full-Tracked: 105-mm Gun, M1 General Abrams
TM 9-2350-264-10-2	Operator"s Manual for Operation Under Usual and Unusual Conditions for Tank, Combat, Full-Tracked: 120-mm Gun, M1A1 General Abrams
TM 9-2350-264-10-3	Operator"s Manual Troubleshooting and Maintenance for Tank, Combat, Full-Tracked: 120-mm Gun, M1A1 General Abrams

Related Publications

Related publications are sources of additional information. They are not required in order to understand this publication.

Army Correspondence Course Program Subcourses

ACCP	Note. For information about ACCP enrollment, write to the following address: Chief, Institute for Professional Development, US Army Training Support Center, ATTN: ATIC-IPS, Newport News, VA 23628-0001

Field Manuals

FM 17-12-1-2, TT IV	FM 17-12-1-2, TABLE IV
FM 17-12-1-2, TT V	FM 17-12-1-2, TABLE V
FM 17-12-1-2, TT VI	FM 17-12-1-2, TABLE VI
FM 17-12-1-2, TT VIII	FM 17-12-1-2, TABLE VIII

Interactive Courseware

IAM	INTERACTIVE MULTIMEDIA

Soldier's Training Publications

STP 21-1-SMCT	SOLDIER'S MANUAL OF COMMON TASKS, SKILL LEVEL 1
STP 21-24-SMCT	SOLDIER'S MANUAL OF COMMON TASKS, SKILL LEVELS 2/3/4

Special Texts

ST 17-12-1-A2, TT I	ST 17-12-1-A2, TABLE I
ST 17-12-1-A2, TT II	ST 17-12-1-A2, TABLE II
ST 17-12-1-A2, TT III	ST 17-12-1-A2, TABLE III
ST 17-12-1-A2, TT IV	ST 17-12-1-A2, TABLE IV
ST 17-12-1-A2, TT V	ST 17-12-1-A2, TABLE V
ST 17-12-1-A2, TT VI	ST 17-12-1-A2, TABLE VI
ST 17-12-1-A2, TT VII	ST 17-12-1-A2, TABLE VII
ST 17-12-1-A2, TT VIII	ST 17-12-1-A2, TABLE VIII

Army Regulations

AR 385-10	Army Safety Program
AR 385-15	Water Safety
AR 385-40	Accident Reporting And Records
AR 385-55	Prevention Of Motor Vehicle Accidents
AR 55-162	Permits For Oversized, Overweight, Or Other Special Military Movement On Public Highways In The United States

Field Manuals

FM 20-22	VEHICLE RECOVERY OPERATIONS
FM 21-306	Manual for the Track Combat Vehicle Driver
FM 21-60	Visual Signals
FM 31-70	Basic Cold Weather Manual
FM 34-81-1	BATTLEFIELD WEATHER EFFECTS
FM 55-15	Transportation Reference Data
FM 55-21	RAILWAY OPERATING AND SAFETY RULES
FM 55-30	Army Motor Transport Units And Operations

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APPENDIX C2
Miscellaneous Individual (RTF) Report
Example Individual Task/Collective Tasks Report

MOS Title: M48-M60 Armor Crewman (RC)

SKILL LEVEL: 1

Indivdual Task:	**031-503-1030**	**PREPARE THE CHEMICAL AGENT MONITOR FOR OPERATION**
Collective Task:		
Indivdual Task:	**031-503-1031**	**USE THE CHEMICAL AGENT MONITOR**
Collective Task:		
Indivdual Task:	**031-503-1032**	**PREPARE THE CHEMICAL AGENT MONITOR FOR MOVEMENT**
Collective Task:		
Indivdual Task:	**031-504-1008**	**OPERATE AN M8A1 ALARM SYSTEM**
Collective Task:		
Indivdual Task:	**031-507-1002**	**DECONTAMINATE EQUIPMENT USING ABC-M11 DECONTAMINATING APPARATUS**
Collective Task:		
Indivdual Task:	**031-507-1021**	**MARK NBC CONTAMINATED AREA**
Collective Task:		
Indivdual Task:	**031-507-1022**	**DECONTAMINATE EQUIPMENT USING M13 DECONTAMINATION APPARATUS, PORTABLE**
Collective Task:		
Indivdual Task:	**051-191-1361**	**CAMOUFLAGE YOURSELF AND YOUR INDIVIDUAL EQUIPMENT**
Collective Task:		
Indivdual Task:	**051-191-1362**	**CAMOUFLAGE EQUIPMENT**
Collective Task:		
Indivdual Task:	**051-192-1101**	**INSTALL AN M14 ANTIPERSONNEL MINE**
Collective Task:		
Indivdual Task:	**051-192-1102**	**REMOVE AN M14 ANTIPERSONNEL MINE**
Collective Task:		
Indivdual Task:	**051-192-1103**	**INSTALL AN M16A2 ANTIPERSONNEL MINE**
Collective Task:		
Indivdual Task:	**051-192-1104**	**REMOVE AN M16A2 ANTIPERSONNEL MINE**
Collective Task:		
Indivdual Task:	**051-192-1105**	**INSTALL AN M15 ANTITANK MINE USING AN M624 FUZE**
Collective Task:		
Indivdual Task:	**051-192-1106**	**REMOVE AN M15 ANTITANK MINE ARMED WITH AN M624 FUZE**
Collective Task:		
Indivdual Task:	**051-192-1107**	**INSTALL AN M15 ANTITANK MINE USING AN M603 FUZE**
Collective Task:		
Indivdual Task:	**051-192-1108**	**REMOVE AN M15 ANTITANK MINE ARMED WITH AN M603 FUZE**
Collective Task:		
Indivdual Task:	**051-192-1109**	**INSTALL AN M19 ANTITANK MINE**
Collective Task:		
Indivdual Task:	**051-192-1110**	**REMOVE AN M19 ANTITANK MINE**
Collective Task:		
Indivdual Task:	**051-192-1117**	**INSTALL AN M21 ANTITANK MINE**
Collective Task:		
Indivdual Task:	**051-192-1118**	**REMOVE AN M21 ANTITANK MINE**
Collective Task:		
Indivdual Task:	**051-192-1128**	**LOCATE MINES USING THE AN/PSS-12 MINE DETECTOR**
Collective Task:		

Indivdual Task:	**051-192-1154**	**INSTALL THE M5 PRESSURE-RELEASE FIRING DEVICE ON ANTITANK MINES**
Collective Task:		
Indivdual Task:	**051-192-1155**	**REMOVE THE M5 PRESSURE-RELEASE FIRING DEVICE FROM ANTITANK MINES**
Collective Task:		
Indivdual Task:	**051-193-1025**	**NEUTRALIZE MINES**
Collective Task:		
Indivdual Task:	**051-202-1363**	**CAMOUFLAGE YOUR DEFENSIVE POSITION**
Collective Task:		
Indivdual Task:	**071-002-0001**	**MAINTAIN A CALIBER .45 PISTOL**
Collective Task:		
Indivdual Task:	**071-002-0005**	**UNLOAD A CALIBER .45 PISTOL**
Collective Task:		
Indivdual Task:	**071-004-0001**	**MAINTAIN AN M9 PISTOL**
Collective Task:		
Indivdual Task:	**071-004-0003**	**LOAD AN M9 PISTOL**
Collective Task:		
Indivdual Task:	**071-022-0001**	**MAINTAIN A CALIBER .50 M2 MACHINE GUN**
Collective Task:		
Indivdual Task:	**071-022-0003**	**LOAD A CALIBER .50 M2 MACHINE GUN**
Collective Task:		
Indivdual Task:	**071-022-0012**	**MOUNT A CALIBER .50 M2 MACHINE GUN ON A VEHICLE**
Collective Task:		
Indivdual Task:	**071-022-0013**	**DISMOUNT A CALIBER .50 M2 MACHINE GUN FROM A VEHICLE**
Collective Task:		
Indivdual Task:	**071-032-0001**	**MOUNT A NIGHT VISION SIGHT AN/PVS-4 ON AN M203 GRENADE LAUNCHER**
Collective Task:		
Indivdual Task:	**071-032-0002**	**DISMOUNT A NIGHT VISION SIGHT AN/PVS-4 FROM AN M203 GRENADE LAUNCHER**
Collective Task:		
Indivdual Task:	**071-054-0001**	**PREPARE AN M136 LAUNCHER FOR FIRING**
Collective Task:		
Indivdual Task:	**071-054-0002**	**RESTORE AN M136 LAUNCHER TO CARRYING CONFIGURATION**
Collective Task:		
Indivdual Task:	**071-311-0050**	**REACT TO AN INSPECTING OFFICER**
Collective Task:		
Indivdual Task:	**071-311-0051**	**CHALLENGE UNKNOWN PERSONS (NIGHT)**
Collective Task:		
Indivdual Task:	**071-311-0052**	**SUMMON COMMANDER OF THE RELIEF**
Collective Task:		
Indivdual Task:	**071-311-2103**	**ZERO AN M203 GRENADE LAUNCHER**
Collective Task:		
Indivdual Task:	**071-311-2125**	**MAINTAIN AN M203 GRENADE LAUNCHER**
Collective Task:		
Indivdual Task:	**071-311-2126**	**PERFORM A FUNCTION CHECK ON AN M203 GRENADE LAUNCHER**
Collective Task:		
Indivdual Task:	**071-311-2127**	**LOAD AN M203 GRENADE LAUNCHER**
Collective Task:		
Indivdual Task:	**071-311-2128**	**UNLOAD AN M203 GRENADE LAUNCHER**
Collective Task:		
Indivdual Task:	**071-311-2129**	**CORRECT MALFUNCTIONS OF AN M203 GRENADE LAUNCHER**

Occupational Specialty/Skill Level/Duty Position/Individual Task

19K: M1 Armor Crewman

APPENDIX C3
Miscellaneous Individual (RTF) Report
Example Oc Spec/SL/DP/Individual Tasks Report

Skill Level: 2

Subject Area: 0

Duty Position:	AMMUNITION SERGEANT	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
Duty Position:	GUNNER/ASSISTANT TC	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
Duty Position:	HEAVY VEHICLE DRIVER	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
Duty Position:	OPERATIONS ASSISTANT	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
Duty Position:	PETRL HVY VEH OPR	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
Duty Position:	SENIOR VEHICLE DRIVER	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
Duty Position:	SR HVY VEH DRIVER	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
Duty Position:	SR PETRL HVY VEH OPR	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
Duty Position:	TANK COMMANDER	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW

Skill Level: 3

Subject Area: 0

Duty Position:	HEAVY VEHICLE DRIVER	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
	171-126-1145	PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK
Duty Position:	LIAISON SERGEANT	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
	171-126-1145	PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK
Duty Position:	OPERATIONS SERGEANT	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
	171-126-1145	PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK
Duty Position:	PETRL VEH SUPV	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
	171-126-1145	PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK
Duty Position:	SQUAD LEADER	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
	171-126-1145	PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK
Duty Position:	TANK COMMANDER	
Individual Task:	04-8951.00-0892	CONDUCT AN AFTER-ACTION REVIEW
	171-126-1145	PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Subject Area: 29

Occupational Specialty/Skill Level/Duty Position/Individual Task

19K: M1 Armor Crewman

Duty Position: HEAVY VEHICLE DRIVER

Individual Task: 171-126-1143 OPERATE COMMANDER'S INDEPENDENT THERMAL VIEWER (CITV) ON AN M1A2 TANK

171-126-1144 PREPARE THE INTERVEHICULAR SYSTEM (IVIS) FOR OPERATION ON AN M1A2 TANK

171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Duty Position: LIAISON SERGEANT

Individual Task: 171-126-1143 OPERATE COMMANDER'S INDEPENDENT THERMAL VIEWER (CITV) ON AN M1A2 TANK

171-126-1144 PREPARE THE INTERVEHICULAR SYSTEM (IVIS) FOR OPERATION ON AN M1A2 TANK

171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Duty Position: OPERATIONS SERGEANT

Individual Task: 171-126-1143 OPERATE COMMANDER'S INDEPENDENT THERMAL VIEWER (CITV) ON AN M1A2 TANK

171-126-1144 PREPARE THE INTERVEHICULAR SYSTEM (IVIS) FOR OPERATION ON AN M1A2 TANK

171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Duty Position: PETRL VEH SUPV

Individual Task: 171-126-1143 OPERATE COMMANDER'S INDEPENDENT THERMAL VIEWER (CITV) ON AN M1A2 TANK

171-126-1144 PREPARE THE INTERVEHICULAR SYSTEM (IVIS) FOR OPERATION ON AN M1A2 TANK

171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Duty Position: SQUAD LEADER

Individual Task: 171-126-1143 OPERATE COMMANDER'S INDEPENDENT THERMAL VIEWER (CITV) ON AN M1A2 TANK

171-126-1144 PREPARE THE INTERVEHICULAR SYSTEM (IVIS) FOR OPERATION ON AN M1A2 TANK

171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Duty Position: TANK COMMANDER

Individual Task: 171-126-1143 OPERATE COMMANDER'S INDEPENDENT THERMAL VIEWER (CITV) ON AN M1A2 TANK

171-126-1144 PREPARE THE INTERVEHICULAR SYSTEM (IVIS) FOR OPERATION ON AN M1A2 TANK

171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Subject Area: 37

Duty Position: HEAVY VEHICLE DRIVER

Individual Task: 171-137-0003 DIRECT ESTABLISHMENT OF A ROADBLOCK OR CHECKPOINT

Duty Position: LIAISON SERGEANT

Individual Task: 171-137-0003 DIRECT ESTABLISHMENT OF A ROADBLOCK OR CHECKPOINT

Duty Position: OPERATIONS SERGEANT

Individual Task: 171-137-0003 DIRECT ESTABLISHMENT OF A ROADBLOCK OR CHECKPOINT

Duty Position: PETRL VEH SUPV

Individual Task: 171-137-0003 DIRECT ESTABLISHMENT OF A ROADBLOCK OR CHECKPOINT

Duty Position: SQUAD LEADER

Individual Task: 171-137-0003 DIRECT ESTABLISHMENT OF A ROADBLOCK OR CHECKPOINT

Duty Position: TANK COMMANDER

Individual Task: 171-137-0003 DIRECT ESTABLISHMENT OF A ROADBLOCK OR CHECKPOINT

Subject Area: 38

Duty Position: HEAVY VEHICLE DRIVER

19K: M1 Armor Crewman

Individual Task: 171-137-0004 DIRECT CONVOY ESCORT OPERATIONS

Duty Position: LIAISON SERGEANT

Individual Task: 171-137-0004 DIRECT CONVOY ESCORT OPERATIONS

Duty Position: OPERATIONS SERGEANT

Individual Task: 171-137-0004 DIRECT CONVOY ESCORT OPERATIONS

Duty Position: PETRL VEH SUPV

Individual Task: 171-137-0004 DIRECT CONVOY ESCORT OPERATIONS

Duty Position: SQUAD LEADER

Individual Task: 171-137-0004 DIRECT CONVOY ESCORT OPERATIONS

Duty Position: TANK COMMANDER

Individual Task: 171-137-0004 DIRECT CONVOY ESCORT OPERATIONS

Skill Level: 4

Subject Area: 0

Duty Position: ASST OPERATIONS SGT

Individual Task: 04-8951.00-0892 CONDUCT AN AFTER-ACTION REVIEW
171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Duty Position: PLATOON SERGEANT

Individual Task: 04-8951.00-0892 CONDUCT AN AFTER-ACTION REVIEW
171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Duty Position: TANK CDR/MASTER GUNNER

Individual Task: 04-8951.00-0892 CONDUCT AN AFTER-ACTION REVIEW
171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Duty Position: TANK COMMANDER

Individual Task: 04-8951.00-0892 CONDUCT AN AFTER-ACTION REVIEW
171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Subject Area: 29

Duty Position: ASST OPERATIONS SGT

Individual Task: 171-126-1143 OPERATE COMMANDER'S INDEPENDENT THERMAL VIEWER (CITV) ON AN M1A2 TANK
171-126-1144 PREPARE THE INTERVEHICULAR SYSTEM (IVIS) FOR OPERATION ON AN M1A2 TANK
171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Duty Position: PLATOON SERGEANT

Individual Task: 171-126-1143 OPERATE COMMANDER'S INDEPENDENT THERMAL VIEWER (CITV) ON AN M1A2 TANK
171-126-1144 PREPARE THE INTERVEHICULAR SYSTEM (IVIS) FOR OPERATION ON AN M1A2 TANK
171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Duty Position: TANK CDR/MASTER GUNNER

Individual Task: 171-126-1143 OPERATE COMMANDER'S INDEPENDENT THERMAL VIEWER (CITV) ON AN M1A2 TANK
171-126-1144 PREPARE THE INTERVEHICULAR SYSTEM (IVIS) FOR OPERATION ON AN M1A2 TANK
171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Duty Position: TANK COMMANDER

Individual Task: 171-126-1143 OPERATE COMMANDER'S INDEPENDENT THERMAL VIEWER (CITV) ON AN M1A2 TANK

Occupational Specialty/Skill Level/Duty Position/Individual Task

19K: M1 Armor Crewman

171-126-1144 PREPARE THE INTERVEHICULAR SYSTEM (IVIS) FOR OPERATION ON AN M1A2 TANK

171-126-1145 PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK

Subject Area: 37

Duty Position: ASST OPERATIONS SGT

Individual Task: 171-137-0003 DIRECT ESTABLISHMENT OF A ROADBLOCK OR CHECKPOINT

Duty Position: PLATOON SERGEANT

Individual Task: 171-137-0003 DIRECT ESTABLISHMENT OF A ROADBLOCK OR CHECKPOINT

Duty Position: TANK CDR/MASTER GUNNER

Individual Task: 171-137-0003 DIRECT ESTABLISHMENT OF A ROADBLOCK OR CHECKPOINT

Duty Position: TANK COMMANDER

Individual Task: 171-137-0003 DIRECT ESTABLISHMENT OF A ROADBLOCK OR CHECKPOINT

Subject Area: 38

Duty Position: ASST OPERATIONS SGT

Individual Task: 171-137-0004 DIRECT CONVOY ESCORT OPERATIONS

Duty Position: PLATOON SERGEANT

Individual Task: 171-137-0004 DIRECT CONVOY ESCORT OPERATIONS

Duty Position: TANK CDR/MASTER GUNNER

Individual Task: 171-137-0004 DIRECT CONVOY ESCORT OPERATIONS

Duty Position: TANK COMMANDER

Individual Task: 171-137-0004 DIRECT CONVOY ESCORT OPERATIONS

MOS: 19K

APPENDIX C4
Miscellaneous Individual (RTF) Report
Example STP/Individual Tasks Report

SKILL LEVEL: 2

SUBJECT AREA: 0

Indivdual Task:	171-126-1032-AGS	TROUBLESHOOT THE 105MM MAIN GUN ON AN M1 TANK AND ARMORED GUN SYSTEM (AGS)
	171-127-0001	LOAD/UNLOAD THE 105MM GUN MANUALLY ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0004	SET GUN TURRET DRIVE SYSTEM TRAVERSE AND ELEVATION POINTS ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0012	LOAD/UNLOAD THE AUTOLOADER MAGAZINE ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0013	PERFORM GUNNER'S BEFORE-OPERATIONS CHECKS AND SERVICES ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0014	PERFORM GUNNER'S DURING- AND AFTER-OPERATIONS CHECKS AND SERVICES ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0018	PREPARE THE GUNNER'S STATION FOR OPERATION ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0019	ZERO THE MAIN GUN ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0020	SERVICE THE 105MM MAIN GUN ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0021	PERFORM AUTOLOADER STEP MOTION PROCEDURES ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0023	ZERO THE M240 COAX MACHINE GUN FROM THE GUNNER'S STATION ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0025	PERFORM THE GUN TURRET DRIVE SYSTEM TEST ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0031	PERFORM MAIN GUN MISFIRE PROCEDURES ON AN ARMORED GUN SYSTEM (AGS)
	171-127-0034	BORESIGHT THE 105MM GUN ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0035	ENGAGE TARGETS WITH THE MAIN GUN FROM THE GUNNER'S STATION ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0042	OPERATE EXTERNAL INTERCOM CONTROL AND PHONE ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0044	PERFORM FIRE CONTROL SYSTEM TEST ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0045	ENGAGE TARGETS WITH THE M240 COAX MACHINE GUN FROM THE GUNNER'S STATION ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0047	LOAD/UNLOAD AN M240 MACHINE GUN ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0049	PERFORM OPERATOR MAINTENANCE ON THE 105MM BREECHBLOCK ASSEMBLY ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0055	LOAD/UNLOAD THE MAIN GUN USING AUTOLOADER
	171-127-0056	TROUBLESHOOT THE AUTOLOADER USING THE COMPUTER CONTROL PANEL (CCP) ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0060	SECURE THE GUNNER'S STATION ON THE ARMORED GUN SYSTEM (AGS)

SKILL LEVEL: 3

SUBJECT AREA: 0

Indivdual Task:	071-022-0003-AGS	LOAD A CALIBER .50 M2 MACHINE GUN

STP/Individual Tasks

MOS: 19K

071-022-0004-AGS	UNLOAD A CALIBER .50 M2 MACHINE GUN
071-022-0005-AGS	CORRECT MALFUNCTIONS OF A CALIBER .50 M2 MACHINE GUN
071-313-3454-AGS	ENGAGE TARGETS WITH A CALIBER .50 M2 MACHINE GUN
171-121-4019-AGS	ABANDON AN ARMORED VEHICLE
171-121-4066	PREPARE AN ARMOR/CAVALRY VEHICLE FOR NUCLEAR ATTACK
171-123-1012-AGS	EVADE ENEMY ANTITANK GUIDED MISSILES (ATGM)
171-126-1006-AGS	RECOVER AN M1/M1A1/M1A2 TANK OR ARMORED GUN SYSTEM (AGS) BY SIMILAR VEHICLE
171-126-1042-AGS	PREPARE A SKETCH RANGE CARD FOR AN M1/M1A1/M1A2 TANK AND ARMORED GUN SYSTEM (AGS)
171-126-3009-AGS	DIRECT MACHINE GUN ENGAGEMENTS ON AN M1/M1A1/M1A2 TANK AND ARMORED GUN SYSTEM (AGS)
171-126-3010-AGS	DIRECT MAIN GUN ENGAGEMENTS ON AN M1/M1A1/M1A2 TANK AND ARMORED GUN SYSTEM (AGS)
171-127-0005	DIRECT INSTALLATION OF LEVEL II ARMOR ON THE ARMORED GUN SYSTEM (AGS)
171-127-0006	DIRECT REMOVAL OF LEVEL II ARMOR FROM THE ARMORED GUN SYSTEM (AGS)
171-127-0007	DIRECT INSTALLATION OF LEVEL III ARMOR ON THE ARMORED GUN SYSTEM (AGS)
171-127-0008	DIRECT REMOVAL OF LEVEL III ARMOR FROM THE ARMORED GUN SYSTEM (AGS)
171-127-0015	PERFORM COMMANDER'S BEFORE-OPERATIONS CHECKS AND SERVICES ON THE ARMORED GUN SYSTEM (AGS)
171-127-0016	PERFORM COMMANDER'S DURING- AND AFTER-OPERATIONS CHECKS AND SERVICES ON THE ARMORED GUN SYSTEM (AGS)
171-127-0017	PREPARE THE COMMANDER'S STATION FOR OPERATION ON THE ARMORED GUN SYSTEM (AGS)
171-127-0024	MOUNT/DISMOUNT THE MK19 MACHINE GUN ON THE ARMORED GUN SYSTEM (AGS)
171-127-0036	ENGAGE TARGETS WITH THE M240 MACHINE GUN IN THECOMMANDER'S WEAPON MOUNT ON AN ARMORED GUN SYSTEM (AGS)
171-127-0037	DIRECT REMOVAL OF AN INJURED CREW MEMBER FROM AN ARMORED GUN SYSTEM (AGS)
171-127-0038	SUPERVISE THE EXTINGUISHING OF A FIRE ON AN ARMORED GUN SYSTEM (AGS)
171-127-0039	ENGAGE TARGETS WITH A CALIBER .50 MACHINE GUN ON THE ARMORED GUN SYSTEM (AGS)
171-127-0041	DIRECT TOWING OF THE ARMORED GUN SYSTEM (AGS)
171-127-0043	DIRECT EMERGENCY EVACUATION PROCEDURES ON THE ARMORED GUN SYSTEM (AGS)
171-127-0050	SECURE THE COMMANDER'S STATION ON AN ARMORED GUN SYSTEM (AGS)
171-127-0051	ENGAGE TARGETS WITH THE MAIN GUN FROM THE COMMANDER'S WEAPON STATION ON THE ARMORED GUN SYSTEM
171-127-0052	INSTALL/REMOVE COMMANDER'S .50 CALIBER MACHINE GUN ON THE ARMORED GUN SYSTEM (AGS)
171-127-0053	SET HEADSPACE AND TIMING ON COMMANDER'S .50 CALIBER MACHINE GUN ON THE ARMORED GUN SYSTEM (AGS)
171-127-0054	INSTALL/REMOVE COMMANDER'S M240 MACHINE GUN ON AN ARMORED GUN SYSTEM (AGS)
171-127-0062	LOAD/UNLOAD M250 GRENADE LAUNCHER ON THE ARMORED GUN SYSTEM (AGS)
171-127-0063	FIRE THE M250 SMOKE GRENADE LAUNCHER ON THE ARMORED GUN SYSTEM (AGS)

STP/Individual Tasks

MOS: 19K

SKILL LEVEL: 2

SUBJECT AREA: 14

Indivdual Task:	113-573-7017	PREPARE/SUBMIT MIJIFEEDER VOICE TEMPLATE MESSAGE REPORT
	171-123-4014	GUIDE A HELICOPTER TO A LANDING SITE
	171-127-0042	OPERATE EXTERNAL INTERCOM CONTROL AND PHONE ON THE ARMORED GUN SYSTEM (AGS)
	171-530-3010	PERFORM DUTIES AS A LIAISON OFFICER (LNO)
	874-896-2010	PREPARE TO CONDUCT TRAINING
	874-896-2020	CONDUCT TRAINING

SUBJECT AREA: 39

Indivdual Task:	171-126-1032-AGS	TROUBLESHOOT THE 105MM MAIN GUN ON AN M1 TANK AND ARMORED GUN SYSTEM (AGS)
	171-127-0001	LOAD/UNLOAD THE 105MM GUN MANUALLY ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0004	SET GUN TURRET DRIVE SYSTEM TRAVERSE AND ELEVATION POINTS ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0012	LOAD/UNLOAD THE AUTOLOADER MAGAZINE ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0013	PERFORM GUNNER'S BEFORE-OPERATIONS CHECKS AND SERVICES ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0014	PERFORM GUNNER'S DURING- AND AFTER-OPERATIONS CHECKS AND SERVICES ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0018	PREPARE THE GUNNER'S STATION FOR OPERATION ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0019	ZERO THE MAIN GUN ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0020	SERVICE THE 105MM MAIN GUN ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0021	PERFORM AUTOLOADER STEP MOTION PROCEDURES ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0025	PERFORM THE GUN TURRET DRIVE SYSTEM TEST ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0031	PERFORM MAIN GUN MISFIRE PROCEDURES ON AN ARMORED GUN SYSTEM (AGS)
	171-127-0034	BORESIGHT THE 105MM GUN ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0035	ENGAGE TARGETS WITH THE MAIN GUN FROM THE GUNNER'S STATION ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0044	PERFORM FIRE CONTROL SYSTEM TEST ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0049	PERFORM OPERATOR MAINTENANCE ON THE 105MM BREECHBLOCK ASSEMBLY ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0055	LOAD/UNLOAD THE MAIN GUN USING AUTOLOADER
	171-127-0056	TROUBLESHOOT THE AUTOLOADER USING THE COMPUTER CONTROL PANEL (CCP) ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0060	SECURE THE GUNNER'S STATION ON THE ARMORED GUN SYSTEM (AGS)

STP/Individual Tasks

MOS: 19K

SUBJECT AREA: 42

Indivdual Task:	171-127-0023	ZERO THE M240 COAX MACHINE GUN FROM THE GUNNER'S STATION ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0045	ENGAGE TARGETS WITH THE M240 COAX MACHINE GUN FROM THE GUNNER'S STATION ON THE ARMORED GUN SYSTEM (AGS)
	171-127-0047	LOAD/UNLOAD AN M240 MACHINE GUN ON THE ARMORED GUN SYSTEM (AGS)

Appendix C5
Individual Task Development (RTF) Report

-SAMPLE-

ASAT 4.42
INDIVIDUAL TASK DEVELOPMENT REPORT (Normal Report Format)
WITH ENTRY LOCATIONS IDENTIFIED IN PARENTHESES

- This report is accessed using menu option Individual Task Development (RTF) in the Reports section of the Individual Module. Report setup includes the option to include Step Cues, Condition, and Standards and/or a Learning Classification System. After selecting an individual task filter, a listing of individual tasks will display. Select one or more tasks. A separate report will display for each task selected.
- For this sample report, only the task number, title, two performance step numbers, a step condition, a step standard, a step cue, and two performance measure numbers have been entered for this task. Data displayed elsewhere are default entries.
- Data entry points are identified in parenthesis for all fields. Several fields are not maintained within ASAT, but were added per schools' request for local use. The report annotates those fields with an *asterisk* indicating that they contain *non-ASAT* information entered after report generation.
- Most data is generated using the Individual Task Development Wizard menu option and/or an individual task tab accessed through the Create/Edit Individual Task menu option. The Wizard accommodates major task performance steps only and, therefore, does not allow linking of data at the step level. Several report fields are rollups of information entered through the Create/Edit Lesson Plans menu option.

21March 2002
{Displays date report created}

ASAT INDIVIDUAL TASK DEVELOPMENT REPORT

TASK NO: 157-001-0002 STATUS: Proposed
{Task Id Field on Ind Task Maintenance Grid or Wizard for new proposed tasks only. Status is automatic entry of Proposed for new tasks. Status is modified using Ind Task Maintenance Grid under Manage Ind Tasks menu option.}
TASK TITLE: Sample task to identify data entry location in ASAT
{Task title field on grid or Ind Task Data tab or Wizard for new proposed tasks only.}

1. TASK DATA:
   A. TASK CONDITION: *{Condition tab or Wizard}*
   B. TASK STANDARD: *{Standard tab or Wizard}*
   C. MOS/AOC AND DUTY POSITION: INITIAL TRAINING LOCATION:
   {Occupations tab to MOS Links tab and Duty Positions tab or Wizard. Initial training location is selected on the MOS Links tab.}
   D. SUPERVISORY JOB*: _____ YES _____ NO
   E. SUPERVISION REQUIRED: _____ YES _X__ NO *{Supervision Required field on Task Data tab or Wizard.}*
   F. COLLECTIVE TASKS SUPPORTED:
   {Related Tasks tab to Supported Collective Tab. Lists each collective task to which the current task is linked as a supporting individual task. Also lists each ARTEP to which the collective task is linked. The link can also be made in the Collective Module on the Individual Task tab for the collective task.}
   G. INDIVIDUAL TASKS SUPPORTED: None
   {Related Tasks tab to Supported Individual Tab. Lists each task to which the current task is a supporting task. The link can also be made on the Supporting Individual tab for the task supported.}
   H. SUPPORTING INDIVIDUAL TASKS: None
   {Related Tasks tab to Supporting Individual Tab. Lists each task which is a supporting task to the current task. The link can also be made on the Supported Individual tab for the task supporting the current task}.
   I. TASK CERTIFICATION REQUIREMENTS: None *{Certifications tab}*
   J. OFS/MQS CANDIDATE*: _____ YES _____ NO
   K. COMMON TASK: _____ YES _X__ NO *{Common field on grid or Task Data tab or Wizard}*
   L. SHARED TASK: _____ YES _X__ NO *{Occupations tab to MOS/AOC tab. Displays Yes if more than one MOS linked to the task.}*

Appendix C5
Individual Task Development (RTF) Report

2. TASK USE:
   A. ACTIVE COMPONENT: _X___ YES _____ NO *{Component field on grid or Task Data tab or* **Wizard.}**
   B. RESERVE COMPONENT: _____ YES _X___ NO *{Component field on grid or Task Data tab or* **Wizard.}**
   C. MOBILIZATION*: _____ YES _____ NO

3. TYPE ANALYSIS*: _____ NEW _____ REVISION

WHY REVISED? ____

4. ADMINISTRATIVE DATA:
   A. DATE INITIATED: _______________*{Analysis Initiated field on Administrative Data tab or Wizard.}*
   B. COMPLETION DATE: _______________*{Completed field on Administrative Data tab or Wizard.}*
   C. APPROVAL DATE: _______________*{Approved field on Manage Individual Tasks grid.}*
   D. POC/ANALYST AND PHONE NUMBERS:
   {Point of Contact and Analyst/SME fields on Administrative Data tab or Analyst information on the Wizard.}
   POC: ____________________________________ PHONE: ( ) - ________
   ANALYST: ____________________________________ PHONE: ( ) - ________
   E. PROPONENT FOR THIS TASK: Army Training Support Center
   {School field on the grid, Task Data tab, or Wizard. Automatic entry based on Site identified for ASAT database.}

5. SURVEY DATA FEEDBACK*:

6. SUPPORTING PRODUCTS:

ID	NAME	STEP ID

{Supporting Products tab at task and step level or Wizard. Step Id displays if linked at step level.}

7. JOB AID RECOMMENDED*:

8. HAZARD POTENTIAL:
   A. MOPP: Never *{MOPP field on grid or Task Data tab or Wizard. Default is Always.}*
   B. NIGHT VISION: No *{Night Vision field on grid or Task Data tab or Wizard. Default is No.}*

9. ENVIRONMENTAL CONSIDERATIONS: *{Considerations/Notes tab to Environmental tab or Wizard.}*

10. SAFETY: *{Considerations/Notes tab to Safety tab or Wizard.}*

11. COURSES AFFECTED: *{Task Courses tab or Wizard}*

12. TRAINING MATERIALS AFFECTED: *{Displays Id, version, title and effective date of any Lesson Plans linked to this task. Link made using Create and Edit Lesson to Administrative Data tab to Individual Task Taught tab or Individual Task Supported tab.}*

13. EQUIPMENT: None *{Equipment tab at task and step level or Wizard. Step Id displays if linked at the step level.}*

14. PERFORMANCE STEPS: *{Task Outline Editor Performance Steps and optional Step Cue, Condition and Standard.* **Wizard handles major steps only. Step data will display across page if Learning Classification not selected during report setup.}**

STEP	TITLE	METHOD* TNG	METHOD* TEST	CLASSIFICATION LEVEL* KN	CM	AP	SY	EV
1.								

Cue: *{Displays only if data entered on Performance Step Condition tab and option selected during report setup.}*

Condition: *{Displays only if data entered on Performance Step Condition tab and option selected during report setup.}*
Standard: *{Displays only if data entered on Performance Step Standard tab and option selected during report setup.}*

2.

15. PERFORMANCE MEASURES: *{Task Outline Editor Performance Measures.}*
    PM TITLE
    1.
    2.

16. ENABLING SKILLS AND KNOWLEDGES REQUIRED:
    Skills: None *{Task Skills tab and task step Skills tab or Wizard. Step Id displays if linked at the step level.}*

    Knowledges: None *{Task Knowledges tab and task step Knowledges tab or Wizard. Step Id displays if linked at the step level.}*

17. TASK SELECTION DATA*:
    A. 8/4 FACTOR DATA:
        (1) Percent performing _____________
        (2) Time between training and task performance _____________
        (3) Frequency of performance ______________
        (4) Time spent performing task _____________
        (5) Consequences of inadequate performance __________________________________
        (6) Probability of inadequate performance ______________________________________
        (7) Task delay tolerance ____________________
        (8) Task difficulty _______________
    B. TRAINING EMPHASIS DATA: ____

    C. DIF DATE: ________________
    D. PEACETIME/WARTIME DATA: ____
    ____
    E. OTHER: ____

18. COMMENT(S): *{Considerations/Notes tab to Remarks tab or Wizard.}*

19. EVALUATION PREPARATION AND GUIDANCE:
    A. PREPARATION: *{Evaluation Preparation tab.}*
    B. GUIDANCE: *{Evaluation Guidance tab.}*

* Non-ASAT Information entered after report generation.

Appendix C6
Example Lesson/TSP (RTF) Report

ASAT 4.42 SAMPLE TSP/LESSON PLAN REPORT
WITH ASAT DATA ENTRY LOCATIONS IDENTIFIED IN PARENTHESIS

{Minimal information is entered to highlight the default entries. If Enabling Learning Objectives are not included in your lesson plan, the directions to tabs should be read TLO to TLO Steps/Activities.}

TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	157-A-0001 / Sample Format with ASAT Field/Tab Crosswalk ***{TSP Maintenance Grid/TSP ID field and TSP Title field.}***
Effective Date	***{TSP Grid or TSP Data tab/Effective Date field.}***
Supersedes TSP(s) / Lesson(s)	***{TSP/Supersedes tab.}***
TSP Users	***{TSP/Users tab.}***
Proponent	The proponent for this document is the Field Artillery School. ***{Automatic display followed by data from the TSP Grid or TSP Data tab/School field.}***
Improvement Comments	Users are invited to send comments and suggested improvements on DA Form 2028, *Recommended Changes to Publications and Blank Forms.* Completed forms, or equivalent response, will be mailed or attached to electronic e-mail and transmitted to: COMMANDER USATSC ATIC TISD MR GOUGH BLDG 3308 FT EUSTIS, VA 23604-5166 Telephone (Comm): (757) 878-4761 Telephone (DSN): 927-4761 e-mail: asat@atsc.army.mil ***{Automatic display on report of entry above up to the first colon. Address based on selection in the Comment to Organization field on the TSP Grid or TSP Data tab. Selections are maintained in School Organizations support table. Telephone numbers and email are displayed if the data is entered in the School Organizations support table.}***
Security Clearance / Access	***{Displays highest security level assigned to any Step/Activity in any lesson linked to this TSP. Lesson plan tab folder to Terminal Learning Objective tab to ELO tab to Learning Steps/Activities tab to Step/Activity Data tab/Security Classification field.}***
Foreign Disclosure Restrictions	FD5. This product/publication has been reviewed by the product developers in coordination with the Army Training Support Center foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions. ***{Displays Foreign Disclosure Statement and the FD Code as viewed on the Lesson Plan/ Foreign Disclosure Statement tab. Data entered on the Lesson Data tab using the Foreign Disclosure and FD Installation/Activity fields. If there is more than one lesson plan, displays the highest level Foreign Disclosure Statement.}***

Appendix C6
Example Lesson/TSP (RTF) Report

PREFACE

Purpose

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

{Automatic display on the report of the entry above followed by a listing of all tasks linked to any lesson plan linked to this TSP. Tasks are linked to a lesson plan through the Administrative Data tab to the Ind. Tasks Taught, Ind. Task Supported, Col. Tasks Taught and Col. Task Supported tabs. Tasks are automatically identified as Individual or Collective.}

Task Number	Task Title
Individual	
158-100-1150	Motivate Subordinates to Improve Performance
158-100-1385	Implement Measures to Reduce Operational Stress
Collective	
63-1-8058.06-A008	COORDINATE DEPLOYMENT TRAINING SUPPORT

Appendix C6
Example Lesson/TSP (RTF) Report

This TSP Contains

TABLE OF CONTENTS

{Generated automatically by clicking in the F9 message displayed below the Table of Contents header in the RTF file and pressing the F9 key.}

{If more than one lesson plan is included in the TSP, the lessons will be numbered sequentially in the Table of Contents with sections identified for each as in the lesson portion of the table of contents above.

All Appendices will be listed in the Table of Contents with (N/A) identifying those that are not included in this TSP.}

Appendix C6
Example Lesson/TSP (RTF) Report

{Information displayed is entered through the Create/Edit Lesson Outlines/Plans menu option unless otherwise stated.}

Sample Lesson Plan with ASAT Field/Tab Crosswalk
12345678 / Version 1
15 May 2002

{Lesson Plan Maintenance grid for Lesson Title, Id, Version, Effective Date. Title and Effective Date also accessible on Lesson Data tab.}

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson

Course Number	Version	Course Title

{Administrative Data tab to Courses tab.}

Task(s) Taught(*) or Supported

Task Number	Task Title
Individual	
158-100-1150 (*)	Motivate Subordinates to Improve Performance
158-100-1385 (*)	Implement Measures to Reduce Operational Stress
Collective	
63-1-8058.06-A008 (*)	COORDINATE DEPLOYMENT TRAINING SUPPORT

{Administrative Data tab to Ind. Tasks Taught tab, Ind. Tasks Supported tab, Col. Tasks Taught tab, and Col. Tasks Supported tab.}

Reinforced Task(s)

Task Number	Task Title

{Administrative Data tab to Ind. Tasks Reinforced tab.}

Academic Hours

The academic hours required to teach this lesson are as follows:

	Resident Hours/Methods	
	10 mins	/ Conference / Discussion
	35 mins	/ Demonstration
	1 hr 5 mins	/ Practical Exercise (Performance)
Test	0 hrs	
Test Review	0 hrs	
Total Hours:	2 hrs	

{Automatic rollup of academic hours by Method of Instruction as entered in the Time of Instruction field on the Introduction, Step/Activity and Summary Data tabs. Times are entered in tenths of an hour, but display here in hours and minutes. Times are based on a 50-minute academic hour.}

Test Lesson Number

	Hours	Lesson No.
Testing (To include test review)		N/A

{Administrative Data tab to Test Lessons tab. N/A displays if there are no Test Lessons.}

Prerequisite Lesson(s)

Lesson Number	Lesson Title
None	

Appendix C6
Example Lesson/TSP (RTF) Report

{Administrative Data tab to Prerequisite Lessons tab. Automatic display of None on report if tab is empty.}

Clearance Access

Security Level: Confidential

{Displays highest security level assigned to any Step/Activity in this lesson. TLO tab to ELO tab to Learning Steps/Activities tab to Step/Activity Data tab/Security Classification field.}

Requirements: There are no clearance or access requirements for the lesson.

{TLO tab to ELO tab to Learning Steps/Activities tab to Security Considerations tab. Lists the Security Considerations entries for all Step/Activities in the lesson with the same security level as displayed in the Security Level field above. Automatic display on report as above if no information entered in the Security Consideration tab.}

Foreign Disclosure Restrictions

FD5. This product/publication has been reviewed by the product developers in coordination with the Army Training Support Center foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

{Displays Foreign Disclosure Statement and the FD Code as viewed on the Lesson Plan/Foreign Disclosure Statement tab. Data entered on the Lesson Data tab using the Foreign Disclosure Statement and Installation/Activity fields.}

References

{Administrative Data tab to Supporting Products tab. The Date field is maintained in the Products support table. The date field is blank if no date is entered in the Products support table.}

Number	Title	Date	Additional Information

Student Study Assignments

None

{Administrative Data tab to Study Assignments tab. Automatic display of None on report if tab is empty.}

Instructor Requirements

None

{Administrative Data tab to Instructor Requirements tab. Automatic display of None on report if tab is empty.}

Additional Support Personnel Requirements

Name	Stu Ratio	Qty	Man Hours
None			

{TLO tab to TLO Resources tab to Support Personnel tab or to ELO tab to ELO Resources tab to Support Personnel tab or to Learning Steps/Activities tab to Support Personnel tab. Links should be made at the lowest level at which the support personnel are needed. Rollup of Support Personnel entries for this lesson. Highest Quantity entered for each type of support personnel will display. The total man-hours entered for each type of support personnel will display. Automatic display of None on report if tabs are empty.}

Equipment Required for Instruction

ID Name	Stu Ratio	Instr Ratio	Spt	Qty	Exp
None					

{Rollup of Step/Activity entries for the lesson plan. TLO tab to ELO tab to Learning Steps/Activities tab to Equipment Tab and TADSS tab. Ratio or support quantity for non-expendable equipment/TADSS is the highest ratio or quantity indicated for a step in the lesson plan. Ratio or support quantity for expendable

equipment/TADSS is a rollup of all like equipment/TADSS step ratios or support quantities. The Expendable field is maintained in the Equipment (Materiel Items) support table and the TADSS support table. Automatic display of None on report if tabs are empty.}

Materials Required

Instructor Materials: None
{Administrative Data tab to Instructor Materials tab. Automatic display of None on report if tab is empty.}
Student Materials: None

{Administrative Data tab to Student Materials tab. Automatic display of None on report if tab is empty.}

Classroom, Training Area, and Range Requirements

{TLO tab to ELO tab to Learning Steps/Activities tab to Facilities tab. Rollup of Step/Activity entries for this lesson.}

Ammunition Requirements

Id	Name	Exp	Stu Ratio	Instr Ratio	Spt Qty

None

{TLO tab to Resources tab to DODIC tab or ELO tab to Resources tab to DODIC tab or Learning Steps/Activities tab to DODIC tab. Ratios or support quantities for non-expendable DODIC is the highest ratio or quantity indicated in the lesson plan. Ratios or support quantities for expendable DODIC is a rollup of all like DODIC ratios or support quantities. The Expendable field is maintained in the DODIC Support table Type field. Live DODIC is expendable. Dummy and Inert DODIC are not expendable. Automatic display of None on report if tab is empty.}

Instructional Guidance

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

{Administrative Data tab to Instructional Guidance tab. Automatic display on report of NOTE above followed by user entry on Instructional Guidance tab.}

Proponent Lesson Plan Approvals

Name	Rank	Position	Date
{Name, Rank and Position entered on the Administrative Data/Approvals tab.}			*{Personnel listed in the Name column enter an approval date using the Individual Module Lesson Plan Approval menu option.}*

Appendix C6
Example Lesson/TSP (RTF) Report

SECTION II. INTRODUCTION

{Four fields below entered through Introduction tab to Introduction Data tab. Time of Instruction is entered in tenths of an hour, but displays here as hours and minutes. Times are based on a 50-minute academic hour. Media is from Technique of Delivery field.}

Method of Instruction: Conference / Discussion
Instructor to Student Ratio is: 1:15
Time of Instruction: 5 mins
Media: Training Aid

Motivator

{Introduction tab to Motivator tab.}

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Prepare a TSP Lesson Plan
Conditions:	Using ASAT
Standards:	All data will be entered in the appropriate fields.

{Terminal Learning Objective tab to TLO Action, TLO Condition and TLO Standard tabs. Automatic display on report of the NOTE and lead-in sentence above.}

Safety Requirements

None

{Introduction tab to Safety tab. Automatic display on report of None if tab is empty.}

Risk Assessment Level

Low

{Lesson Data tab/Risk Assessment Level field. Default entry is Low. If level is Medium, High, or Extremely High use the Risk Assessment Note tab at the Lesson level to enter additional text that will display after the level. Text is preceded by a dash.}

Environmental Considerations

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

None

{Introduction tab to Environmental tab. Automatic display on report of NOTE above followed by user entry on Environmental tab. Automatic entry on report of None if tab is empty.}

Evaluation

{Introduction tab to Evaluation tab. Automatic display on report of NOTE above followed by user entry on Evaluation tab.}

Instructional Lead-In

{Introduction tab to Instructional Lead-In tab.}

Appendix C6
Example Lesson/TSP (RTF) Report

SECTION III. PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

{Automatic display on report of NOTE above. The ELO is entered through Terminal Learning Objective tab to Enabling Learning Objective tab to ELO Data, Condition and Standard tabs. If there are no ELOs for the Lesson, the NOTE above and the ELO portion below will not display and the report will proceed with Learning Step/Activity 1.}

A. ENABLING LEARNING OBJECTIVE

ACTION:	Enter Section I: Administrative Data information.
CONDITIONS:	Using the current ASAT version
STANDARDS:	All Administrative Data information will be entered in the appropriate fields.

{All Learning Step/Activity data is accessed through the Terminal Learning Objective tab to Enabling Learning Objectives tab to Learning Steps/Activities tab. The five fields below are accessed on the Step/Activity Data tab. Time of Instruction is entered in tenths of an hour, but displays here as hours and minutes. Times are based on a 50-minute academic hour. Media is from the Techniques of Delivery field. The Security Classification field displays below Media ONLY when the classification is higher than unclassified.}

1. Learning Step / Activity 1. Link the lesson plan to individual tasks taught.

Method of Instruction: Demonstration
Instructor to Student Ratio: 1:15
Time of Instruction: 15 mins
Media: Computer Based Instruction (CBI)
Security Classification: Confidential

{Steps/Activities below are entered through the Step/Activity Data tab using the Step/Activity Edit button. The user enters letters a., b., c., etc. NOTE: Small graphics (not PowerPoint slides) may be displayed in the text when linked on the learning step/activity Multimedia tab following instructions found in the Lesson: Resources: Multimedia on-line help topic.}

a. Click on the lesson plan Administrative Data Tab to display the tabs available for entering information that displays in Section 1, Administrative Data on a lesson plan.
b. Click on the Individual Tasks Taught tab.
c. Click on the View All button displayed at the bottom of the screen. An Individual Task Filter screen will display.
d. Select the desired filter criteria to limit the number of individual task displayed on the next screen. Click the OK button to activate.
e. Double click to link an individual task to this lesson plan.

NOTE: Conduct a check on learning and summarize the learning activity.

[Learning Steps/Activities tab to Check on Learning tab. The word NOTE: displays automatically on the report followed by data from the tab. The statement above is entered automatically on the Check on Learning tab when a step is created. The user can edit the information on the tab.}

2. Learning Step / Activity 2. Link lesson plan to supported individual task.

Method of Instruction: Demonstration
Instructor to Student Ratio: 1:15
Time of Instruction: 15 mins
Media: Computer Based Instruction (CBI)

{Information entered through the Step/Activity Data tab using the Step/Activity Edit button is displayed.}

NOTE: Conduct a check on learning and summarize the learning activity.

3. Learning Step / Activity 3. Link Lesson plan to collective tasks taught.

Method of Instruction: Demonstration
Instructor to Student Ratio: 1:15
Time of Instruction: 5 mins
Media: Computer Based Instruction (CBI)

{Information entered through the Step/Activity Data tab using the Step/Activity Edit button is displayed.}

NOTE: Conduct a check on learning and summarize the learning activity.

4. Learning Step / Activity 4. Complete PE for Link lesson Plan to Administrative Data information.

Method of Instruction: Practical Exercise (Performance)
Instructor to Student Ratio: 1:15
Time of Instruction: 1 hr 5 mins
Media: Computer Based Instruction (CBI)

a. Provide each student with a copy of PE 12345678 included with this TSP.
b. Read instructions to the students.

NOTE: Conduct a check on learning and summarize the learning activity.

CHECK ON LEARNING: Conduct a check on learning and summarize the ELO.

{Enabling Learning Objective tab to Check on Learning tab. The words CHECK ON LEARNING: display automatically on the report followed by data from the tab. The statement above is entered automatically on the Check on Learning tab when an ELO is created. The information can be edited on the tab. This ELO Check on Learning entry will not display on the report if there are no ELOs for the lesson plan.}

B. ENABLING LEARNING OBJECTIVE

{Any additional ELOs will display in the same format as ELO A above.}

SECTION IV. SUMMARY

{Four fields below entered through Summary tab to Summary Data tab. Time of Instruction is entered in tenths of an hour, but displays here as hours and minutes. Times are based on a 50-minute academic hour. Media is from the Technique of Delivery field.}

Method of Instruction: Conference / Discussion
Instructor to Student Ratio is: 1:15
Time of Instruction: 5 mins
Media: Training Aid

Check on Learning	Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings. ***{Summary tab to Check on Learning tab. The statement above is created automatically on the Check on Learning tab when a lesson is created. This information can be edited on the tab.}***
Review / Summarize Lesson	***{Summary tab to Review/Summarize tab.}***
Transition to Next Lesson	***{Create/Edit Training Support Package (TSP) to Lessons tab to Transition Edit button. The transition block is required if more than one lesson is included in the TSP. It will display on the report if data is entered through the Lessons tab in the TSP tab folder. Click on the Edit button in the Transition column for the lesson from which the transition is being made.}***

SECTION V. STUDENT EVALUATION

Testing Requirements	**NOTE:** Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan. ***Student Evaluation tab to Testing Requirements tab. Automatic display on report of the NOTE above followed by user entry on Testing Requirements tab.}***
Feedback Requirements	**NOTE:** Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed. ***{Student Evaluation tab to Feedback Requirements tab. Automatic display on report of the NOTE above followed by user entry on Feedback Requirements tab.}***

{Any additional lesson plans will follow the same format as the lesson plan above with a page break between lesson plans.}

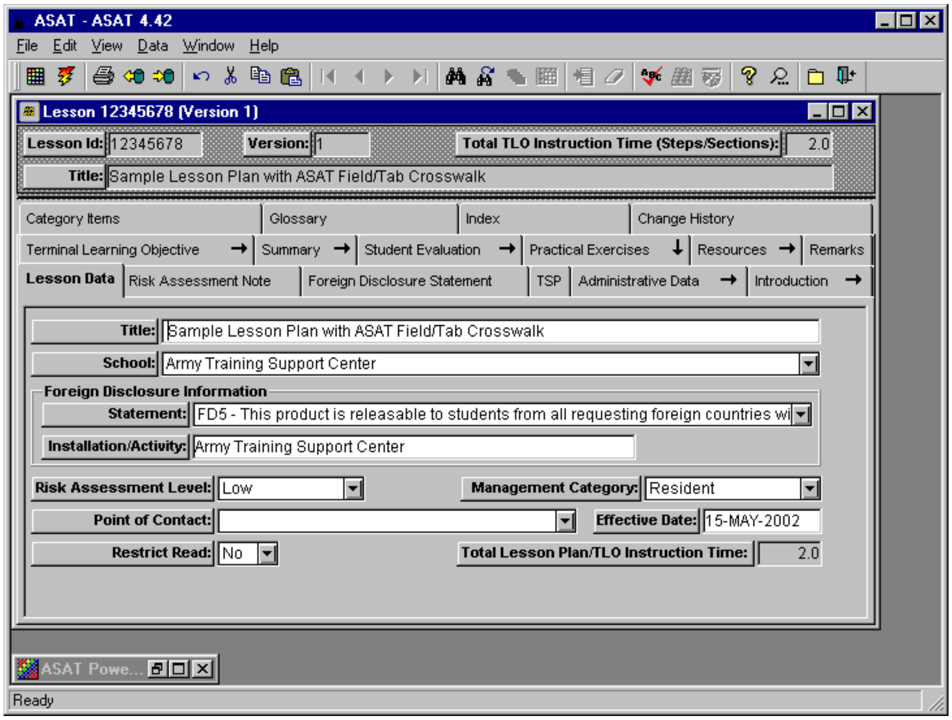
Appendix C6
Example Lesson/TSP (RTF) Report

VIEWGRAPHS FOR LESSON 1: 12345678 version 1

Enabling Learning Objective A

Learning Step 1

VGT 1, Lesson Plan tab folder



{TLO tab to Resources tab to Multimedia tab or ELO tab to Resources tab to Multimedia tab or Learning Steps/Activities tab to Multimedia tab. Picks up any items linked on the Multimedia tabs that begin with Viewgraph, Vugraph, or VGT in the Step Multimedia ID field.

If a PowerPoint presentation is linked, MS Word will display/print out only the first slide in the PowerPoint presentation. The remaining slides can be viewed by double clicking on the first slide, but must be accessed with a compatible version of PowerPoint in order to print.

TSP/Lesson Plan report setup allows production of reports without displaying the multimedia. This feature is useful during the lesson plan development process. If the Without Multimedia option is selected during report setup, only the following information will display with a page break between lessons: Step Multimedia Id, Step Multimedia Name and ELO Id and/or Step/Activity Id to which the viewgraph is linked.

Multimedia is maintained in the Multimedia support table in ASAT. See ASAT on-line help topic Lesson: Resources: Multimedia. NOTE: Small graphics (not PowerPoint slides) can be displayed in learning step/activity text by following procedures outlined in the same on-line help topic.}

Appendix C6
Example Lesson/TSP (RTF) Report

Appendix B Test(s) and Test Solution(s) (N/A)

{ TLO tab to Resources tab to Test Questions tab or ELO tab to Resources tab to Test Questions tab or Learning Steps/Activities tab to Test Questions tab. Separate Edit buttons are used for the Question and the Answer. One test per lesson plan is generated with the solution on a separate page. All items will be incorporated into one test for the lesson with the questions grouped by Type. The Questions and Solutions are numbered sequentially by the report. See ASAT help topic Lesson: Resources: Test Questions.}

Appendix C6
Example Lesson/TSP (RTF) Report

PRACTICAL EXERCISE SHEET 12345678 PE1

{PEs are entered using the Practical Exercises tab at the lesson level. PRACTICAL EXERCISE SHEET displays automatically on the report followed by the entry made in the Practical ID field. Many field/tabs in the PE tab folder will be filled automatically if data has been entered on ASAT lesson plan tabs PRIOR to the creation of the PE record on the Practical Exercise tab. The tabs from which this data may be copied automatically are noted below where applicable. This pre-filled data can be edited or deleted as required.

PE Times of Instruction must be entered at the learning step/activity level to display on the Academic Hours block in Administrative Data. A PE may cover the lesson (TLO), an ELO or a learning step/activity.}

Title

Sample Lesson Plan with ASAT Field/Tab Crosswalk

{Practical Exercises tab/Title field. Lesson title from Lesson grid or Lesson Data tab is entered automatically but can be edited.}

Lesson Number/Title

12345678 version 1 / Sample Lesson Plan with ASAT Field/Tab Crosswalk

{Lesson number and version from Lesson Plan grid/lesson title from Lesson grid or Lesson Data tab}

Introduction

{Practical Exercise tab to Introduction tab.}

Motivator

{Practical Exercise tab to Motivator tab. Possible automatic entry on tab from the Introduction-Motivator tab.}

Terminal Learning Objective

NOTE: The instructor should inform the students of the following Terminal Learning Objective covered by this practical exercise.

At the completion of this lesson, you [the student] will:

{Automatic display of the NOTE and lead-in sentence followed by selection made for the TLO/ELO/Learning Step field on the Practical Exercise Data tab. The field selection will determine the report section title and whether the TLO, an ELO or a learning step activity is displayed in the block below.}

Action:	Prepare a TSP Lesson Plan
Conditions:	Using ASAT
Standards:	All data will be entered in the appropriate fields.

Safety Requirements

{Practical Exercises tab to Safety tab. Possible automatic entry on the tab from the Introduction/ Safety tab.}

Risk Assessment Level

Low

{Lesson Data tab/Risk Assessment Level field. Default entry is Low. If level is Medium, High, or Extremely High use the Risk Assessment Note tab at the Lesson level to enter additional text that will display after the level. Text is preceded by a dash.}

Environmental Considerations

{Practical Exercises tab to Environmental tab. Possible automatic entry on the tab from the Introduction /Environmental tab.}

Evaluation

{Practical Exercises tab to Evaluation tab. Possible automatic entry on the tab from the Introduction/Evaluation tab.}

Instructional Lead-In

{Practical Exercises tab to Instructional Lead-in tab. Possible automatic entry on the tab from the Introduction/Instructional Lead-in tab.}

Appendix C6
Example Lesson/TSP (RTF) Report

Resource Requirements	**Instructor Materials:** ***{Practical Exercises tab to Instructor Resources tab. Possible automatic entry on the tab from the Administrative Data/Instructor Resources tab.}*** **Student Materials:** ***{Practical Exercises tab to Student Resources tab. Possible automatic entry on the tab from the Administrative Data/Student Resources tab.}***
Special Instructions	***{Practical Exercises tab to Special Instructions tab.}***
Procedures	***{Practical Exercises tab to Practical Exercise Data tab/Procedures Edit button.}***
Feedback Requirements	***{Practical Exercises tab to Feedback Requirements tab. Possible automatic entry on the tab from the Student Evaluation/Feedback Requirements tab.}***

Appendix C6
Example Lesson/TSP (RTF) Report

SOLUTION FOR
PRACTICAL EXERCISE 12345678 PE1

{Practical Exercises tab to Practical Exercise Data tab/Solution Edit button. SOLUTION FOR *PRACTICAL EXERCISE displays automatically on the report followed by the entry made in the Practical ID field****}***

Appendix D Student Handouts (N/A)

{TLO tab to Resources tab to Multimedia tab or ELO tab to Resources tab to Multimedia tab or Learning Steps/Activities tab to Multimedia tab. Picks up any items linked on the Multimedia tabs that begin with Handout in the Step Multimedia ID field

MS Word will display/print out just the first page of the handout with the TSP or Lesson Plan report. The remaining handout pages can be viewed by clicking on the page displayed, but must be accessed with a compatible version of MS Word in order to print.

TSP/Lesson Plan report setup allows production of reports without displaying the multimedia. This feature is useful during the lesson plan development process. If the Without Multimedia option is selected during report setup, only the following information will display with a page break between lessons: Step Multimedia Id, Step Multimedia Name and ELO Id and/or Step/Activity Id to which the handout is linked. (Same as Appendix A, Viewgraphs)

Multimedia is maintained in the Multimedia support table in ASAT. See ASAT on-line help topic Lesson: Resources: Multimedia.}

-SAMPLE-

ASAT 4.42 Individual Task Synopsis Report

With Entry Locations Identified in Parenthesis

- This report is accessed using menu option Individual Synopsis Report (RTF) in the Reports section of the Individual Module. The report setup allows selection of any combination of task data or related data linked to the task. This sample report includes all available fields. After selecting an individual task filter, select one or more tasks. A separate report will display for each task.
- For this sample report, only the task number, task title and school were entered or selected. The remaining data are default entries.
- Data entry points are identified in parenthesis for all fields. Unless otherwise indicated, data entry tabs are found in the individual task tab folder accessed through menu option Create/Edit Individual Tasks or File/Quick Access.

Report Date: 21 Mar 2002
{Displays date report generated.}

Synopsis Report for Individual Task

157-001-0002

{Task Id Field on Individual Task Maintenance Grid or Wizard for new proposed tasks only.}

Sample task to identify data entry location in ASAT
{Task title field on grid or Individual Task Data tab or Wizard for new proposed tasks only.}

Status: Proposed

{Status is automatic entry of Proposed for new tasks. Status is modified using the Individual Task Maintenance Grid under Manage Individual Tasks menu option.}

Last Changed: 20 Mar 2002
{Automatic entry from task Change History.}

Task Data: *{All fields on Task Data tab and all fields except System Help Id and Restricted Read on Ind Task Maintenance grid.}*

School: Army Training Support Center
Component: Active
Common Core: No
Common: No
Critical: Yes
Staff Task: No
Night Vision: No
Supvr Req'd: No
MOPP: Never
System Help Id:
Restricted Read: No
Approved:
Obsolete:

POC Data: *{All fields on Administrative Data tab.}*
Address:
Phone:
DSN:
e-mail:

Analyst/SME: *{All fields on Administrative Data Tab.}*
Address:
Phone:
DSN:
e-mail:
Analysis Initiated: 03/19/2002 *{Automatic entry of date record added to database. Can be edited.}*
Completed:

Condition: None. *{Condition tab.}*

Standard: None. *{Standards tab.}*

Performance Steps: None *{Task Outline Editor performance steps and optional Step Cue, Condition and Standard tabs.}*

Performance Measures: None *{Task Outline Editor performance measures.}*

Evaluation Guidance: None. *{Evaluation Guidance tab.}*

Evaluation Preparation: None. *{Evaluation Preparation tab.}*

Supporting Products (References): None. *{Supporting Products tab and task Outline Editor performance step Supporting Products tab.}*

Equipment: None. *{Equipment tab and task Outline Editor performance step Equipment tab.}*

Knowledges: None. *{Knowledges tab and task Outline Editor performance step Knowledges tab.}*

Skills: None. *{Skills tab and task Outline Editor performance step Skills tab.}*

Certifications: None. *{Certifications tab.}*

Multimedia: None. *{Step Multimedia tab at the task level and task Outline Editor performance step Multimedia tab.}*

STP Subject Area: None. *{STP/Subject Area tab.}*

Glossary: None. *{Glossary tab and task Outline Editor performance step Glossary tab.}*

Categories: None. *{Category Item tab.}*

Lessons: None. *{Data is display only on the individual task Lessons tab. Tasks are linked to lessons in the Lesson Plan tab folder using the Ind. Task Taught or Ind. Task Supported under the Administrative Data tab accessed through the Create/Edit Lesson Plans menu option.}*

Courses: None. *{Courses tab.}*

Supporting Individual Tasks: None. *{Related Tasks tab to Supporting Ind tab and the task Outline Editor performance step Supporting Individual Tasks tab.}*

Prerequisite Individual Tasks: None. *{Related Tasks tab to Prerequisite Ind tab.}*

Supported Individual Tasks: None. *{Related Tasks tab to Supported Individual tab.}*

Supported Drills: None. *{Related Tasks tab to Supported Drill tab.}*

Supported Collective Tasks: None. *{Related Tasks tab to Supported Collective tab.}*

MOS Links: None. *{Occupations tab to MOS Links tab.}*

ASI Links: None. *{Occupations tab to ASI Links tab.}*

MOS/ASI Links: None. *{Occupations tab to MOS/ASI Links tab.}*

SQI Links: None. *{Occupations tab to SQI Links tab.}*

MOS/SQI: None. *{Occupations tab to MOS/SQI Links tab.}*

Duty Positions: None. *{Occupations tab to Duty Positions tab.}*

All Occupations: None. *{Occupations tab to All Occupations tab.}*

Environmental: None. *{Considerations/Notes to Environmental tab.}*

Safety: None. *{Considerations/Notes tab to Safety tab.}*

Description: None. *{Considerations/Notes tab to Description tab.}*

Remarks: None. *{Considerations/Notes tab to Remarks tab.}*

Index: None. *{Index tab and task Outline Editor performance step Index tab.}*

Dif Model *{All fields found on Dif Model tab. Data shown are default entries.}*

DIAS Data	Calculated	Decisions
Severity: IV(None)	**Difficulty:** No Data	**Recommended:** No Data
MAF: No	**Important:** No	
Abort: No	**Frequency:** No Data	**School/SME:** No
UMA Rate: 0.000		

Change History: *{Displays data as seen on Update Change History screen when records are modified. Can be viewed using menu option View/Change History.}*

Date	Time	UserId	Comment
03/19/2002	13:51:11	smithj	This record was inserted. *{Automatic entry when record added.}*
03/19/2002	13:52:45	smithj	Task Id, title and school entered to display format on sample task synopsis report. All other entries displayed on report are default entries.

Appendix D
InfoMaker Reports

Example 1 Audit Trail for All Collective Task Changes

Example 2 Collective Tasks by One MTP

Example 3 Individual Tasks by Single Course

Example 4 Individual Tasks/MOS/Skill Level Matrix

Example 5 Available STPs

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AUDIT TRAIL

Task No.	Task Title	Change Date	Change Description
01-1414.00-0078k	Plan and Conduct an Air Assault Operation	9/23/99	This record was copied from record where ind_task_id = '01-1414.00-0078'
061-279-5201	Process Fire Support Coordination a Measures (FSCMs)	4/26/99	version 11 update: sme
061-288-5119	Perform Battle Map and Operations Order Functions (Version 11)	4/30/99	Updated 30 apr 99
061-288-5120	Process Radar Data (Version 11)	4/26/99	Upadted 26 apr 99
061-288-5120	Process Radar Data (Version 11)	4/26/99	Updated 26 apr 99
061-288-5120	Process Radar Data (Version 11)	4/27/99	Updaetd 27 apr 99
061-288-5120	Process Radar Data (Version 11)	4/27/99	Updated 27 apr 99
061-288-5120	Process Radar Data (Version 11)	4/29/99	Updated 29 apr 99
061-288-5120	Process Radar Data (Version 11)	4/29/99	Upadetd 29 apr 99
061-288-5121	Filter Database Information (Version 11)	4/29/99	updated 29 apr 99
061-288-5121	Filter Database Information (Version 11)	4/29/99	Updated 29 apr 99
061-288-5121	Filter Database Information (Version 11)	4/29/99	29 apr 99
061-288-5121	Filter Database Information (Version 11)	4/29/99	updated 29 apr 99
061-288-5121	Filter Database Information (Version 11)	4/29/99	updated 29 apr 99. got with MR. Koelzer to change TB. TB reads 11-7205-306-10-1/2-- should be TB 11-7025-306-10-1/2.

03-2-C310.06-0123	CONDUCT A CHEMICAL SURVEY
03-2-C310.06-1243	CONDUCT A CHEMICAL SURVEY
03-2-C310.06-A000	CONDUCT A CHEMICAL SURVEY
03-2-C312.06-A001	CONDUCT THOROUGH DECONTAMINATION OPERATIONS
03-3-C201.06-A002	PREPARE FOR OPERATIONS UNDER NBC CONDITIONS
03-3-C202.06-A003	PREPARE FOR A CHEMICAL ATTACK
03-3-C203.06-A004	RESPOND TO A CHEMICAL ATTACK
03-3-C205.06-A001	PREPARE FOR A FRIENDLY NUCLEAR STRIKE
03-3-C206.06-A005	PREPARE FOR NUCLEAR ATTACK
03-3-C208.06-A006	CROSS A RADIOLOGICALLY CONTAMINATED AREA
03-3-C222.06-A007	RESPOND TO THE RESIDUAL EFFECTS OF A NUCLEAR ATTACK
03-3-C223.06-A008	RESPOND TO THE INITIAL EFFECTS OF A NUCLEAR ATTACK
03-3-C224.06-A009	CONDUCT OPERATIONAL DECONTAMINATION
03-3-C225.06-A010	CONDUCT CHEMICAL RECONNAISSANCE
03-3-C226.06-A011	CROSS CHEMICALLY CONTAMINATED AREA
06-1-A091	DISTRIBUTE AND CONTROL COMSEC MATERIAL
06-2-A000.06-Q000	ESTABLISH AND MAINTAIN COMMUNICATIONS (TAB)
06-2-A003	OCCUPY A TACTICAL ASSEMBLY AREA
06-2-A005	PROVIDE ORGANIZATIONAL COMMUNICATIONS/ELECTRONICS MAINTENANCE SUPPORT
06-2-A007	COORDINATE COMBAT SERVICE SUPPORT FOR A FIELD ARTILLERY BATTERY
06-2-A066	CONDUCT BATTERY PRE/REDEPLOYMENT OPERATIONS
06-2-A078	PERFORM OPERATORS MAINTAINENCE ON COMMUNICATIONS EQUIPMENT
06-3-A000	PLAN AND CONDUCT DEFENSE AND SECURITY OF THE BATTERY/PLATOON AREA AND MATERIAL
06-3-A002	PLAN AND COORDINATE SURVEY OPERATIONS
06-3-A003	PROCESS SURVEY INFORMATION
06-3-A004	COMMAND AND CONTROL BATTERY/PLATOON/SECTION MOVEMENT OPERATIONS
06-4-A001	MANAGE MAINTENANCE RECORDS AND SUBMIT REPORTS
06-4-A002	ESTABLISH AN ORGANIZATIONAL MAINTENANCE FACILITY
06-4-A003	MAINTAIN PETROLEUM, OILS, AND LUBRICANTS
06-4-A032	PREPARE AND MAINTAIN TARGET CARDS AND TARGET FILES
06-4-C017	ESTABLISH AZIMUTH BY SIMULTANEOUS OBSERVATION
06-4-C018	ASSUME DIRECTIONAL CONTROL
06-4-C019	ESTABLISH AZIMUTH BY ASTRONOMIC OBSERVATION
06-4-Q001	PERFORM HASTY SURVEY (RADAR)
06-4-Q002	MARCH-ORDER RADAR EQUIPMENT
06-4-Q003	EMPLACE AND PREPARE RADAR EQUIPMENT FOR OPERATIONS

06-4-Q009	OCCUPY A RADAR SITE
06-4-Q010	RECONNOITER A RADAR POSITION
06-4-Q011	PERFORM UNIT MAINTENANCE ON RADAR EQUIPMENT
06-4-Q035	OBSERVE FRIENDLY INDIRECT FIRES (RADAR)
06-4-Q045	PERFORM SURVEILLANCE AND LOCATE TARGETS
06-4-U012	DISPLACE A MET SECTION
06-4-U013	PROVIDE MET SUPPORT
06-4-U014	SUSTAIN MET OPERATIONS
06-4-V001	UPDATE PADS BY USING ASSUMED DATA
06-4-V002	ESTABLISH SURVEY CONTROL BY THREE POINT RESECTION
06-4-V003	USE PADS TO EXTEND SURVEY CONTROL
06-4-V004	SUBMIT SURVEY REPORTS AND COMBAT INFORMATION
06-4-V005	PLAN AND EXECUTE SURVEY OPERATIONS
06-4-V006	ESTABLISH A DECLINATION STATION
06-4-V007	EXTEND AZIMUTH BY DIRECTIONAL TRAVERSE
06-5-A000	PERFORM OBSERVATION AND SURVEILLANCE
06-5-A001	PERFORM CRATER ANALYSIS OPERATIONS
06-5-A002	PERFORM ANTIARMOR OPERATIONS
06-5-A003	PERFORM DESTRUCTION OF MATERIAL AND RECORDS
06-6-A036	DEVELOP TARGETING INFORMATION DURING MISSION PLANNING, PREPARATION, AND EXECUTION
08-2-0003.06-A001	TREAT CASUALTIES
08-2-C316.06-A006	TRANSPORT CASUALTIES
08-2-R315.06-A007	PERFORM FIELD SANITATION FUNCTIONS
10-2-C002.06-A000	PERFORM UNIT GRAVES REGISTRATION FUNCTIONS
10-2-C230.06-A001	PROVIDE UNIT SUPPLY SUPPORT
11-5-0102.06-A000	INSTALL /OPERATE/MAINTAIN A SINGLE CHANNEL VOICE RADIO STATION
11-5-1102.06-A001	INSTALL/OPERATE/MAINTAIN A SINGLE CHANNEL GROUND AND AIRBORNE RADIO SYSTEM (SINCGARS) FREQUENCY HOPPING (FH) NET
12-1-C401.06-A000	COMBAT BATTLEFIELD STRESS
12-2-C321.06-A007	MAINTAIN COMPANY/BATTERY STRENGTH
12-3-C216.06-A008	MAINTAIN PLATOON STRENGTH
19-2-C702.06-A000	HANDLE ENEMY PRISONERS OF WAR
19-3-3105.06-A001	PROCESS CAPTURED DOCUMENTS AND EQUIPMENT
43-2-C322.06-A000	PERFORM UNIT LEVEL MAINTENANCE
43-2-C323.06-A001	MANAGE UNIT MAINTENANCE OPERATIONS
44-1-C220.06-A000	USE PASSIVE AIR DEFENSE MEASURES
44-1-C221.06-A001	TAKE ACTIVE COMBINED ARMS AIR DEFENSE AGAINST HOSTILE AIR PLATFORMS

71-3-R231.06-0001 PERFORM RISK MANAGMENT PROCEDURES

TATS MLRS Section Chief BNCOC

061-310-3011	Select a Launcher Firing Position
061-310-3024	Direct a Fire Mission
061-310-8012	Conduct Launcher Reload
061-310-8013	Calibrate the M270 Launcher
061-310-8015	Direct Hangfire Procedures on the M270
061-310-8024	Perform Maintenance on the FCS / LLM

061-310-3011

061-310-3024

061-310-8012

061-310-8013

061-310-8015

061-310-8024

Example 4 Individual Tasks/MOS/Skill Level Matrix

	Task Master List				
Ind Task Id	**Ind Task Nm**	**13A 1st Lieutenant**	**13A 2nd Lieutenant**	**13A Captain**	**13A Major**
01-1414.00-0078	Plan and Conduct an Air Assault Operation			*	
01-1419.00-7520	ESTABLISH FLIGHT OPERATIONS		*		
01-2999.93-0002	Command a Platoon		*		
01-2999.93-0003	Conduct a Field Artillery Reconnaissance, Selection, and Occupation of Position		*		
01-2999.94-0103	Coordinate Employment of Field Artillery Target Acquisition Assets			*	
01-2999.97-0402	Plan Employment of Field Artillery Target Acquisition Assets			*	
01-2999.99-0600	Command a Battery	*			
01-3303.03-0013	PREPARE BATTALION COMBAT ORDERS			*	
01-8951.00-8957	DEVELOP COMPANY MISSION ESSENTIAL TASK LIST USING THE BATTLE FOCUS PROCESS			*	
01-8951.00-8958	PLAN BATTLE FOCUS TRAINING AT COMPANY LEVEL			*	
01-8951.00-8959	CONDUCT TRAINING AT COMPANY LEVEL			*	
01-8951.00-8960	APPLY BATTLE FOCUSED TRAINING MANAGMENT AT BATTALION LEVEL			*	
03-5101.00-0273	Sustain Combat Operations for a Field Artillery Battalion				*
091-900-0006	DIRECT UNIT MAINTENANCE OPERATIONS DURING UNIT OPERATIONS		*		

APPENDIX E

DataMaster Reports
Example Task by STP

031-507-2006	CONDUCT HASTY DECONTAMINATION
051-192-2026	DIRECT A MINEFIELD MARKING PARTY
051-192-3101	DIRECT INSTALLATION OF A HASTY PROTECTIVE MINEFIELD
051-192-3102	DIRECT REMOVAL OF A HASTY PROTECTIVE MINEFIELD
061-306-6005	PREPARE/SUBMIT STANDARD SHELLING, MORTARING, AND BOMBING REPORT
071-022-0015	PREPARE A RANGE CARD FOR A CALIBER .50 M2 MACHINE GUN
071-313-3454	ENGAGE TARGETS WITH A CALIBER .50 M2 MACHINE GUN
071-334-4002	ESTABLISH A HELICOPTER LANDING POINT
091-500-3001	INSPECT EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET (DA FORM 2404) USED FOR OPERATOR/CREW PREVENTIVE MAINTENANCE CHECKS AND SERVICES (PMCS)
091-500-3002	SUPERVISE DISPATCH OF EQUIPMENT
091-500-3003	INSPECT WEAPON RECORD DATA (DA FORM 2408-4)
171-091-1023	SUPERVISE VEHICLE RESUPPLY
171-121-1009	CONSTRUCT FIELD EXPEDIENT ANTENNAS
171-121-3037	SUPERVISE PLACEMENT OF OBSERVATION POSTS
171-121-4019	ABANDON AN ARMORED VEHICLE
171-121-4030	CONDUCT VEHICLE TACTICAL NAVIGATION
171-121-4034	COORDINATE WITH ADJACENT UNITS
171-121-4051	PREPARE AND SUBMIT A SITUATION REPORT (SITREP)
171-121-4055	EMPLOY VEHICULAR/ORGANIC SMOKE
171-121-4057	PERFORM TECHNIQUES OF MOVEMENT
171-121-4058	CONDUCT QUARTERING PARTY ACTIVITIES
171-121-4062	ISSUE AN ORAL OPERATION ORDER (OPORD)/FRAGMENTARY ORDER (FRAGO)
171-121-4063	SUPERVISE LOCAL VEHICLE SECURITY
171-121-4064	PREPARE LOGISTICAL STATUS (LOGSTAT) REPORTS
171-121-4065	DIRECT VEHICLE TACTICAL MOVEMENT
171-121-4066	PREPARE AN ARMOR/CAVALRY VEHICLE FOR NUCLEAR ATTACK
171-122-3005	ENGAGE TARGETS WITH M240 COAX MACHINE GUN FROM THE COMMANDER'S WEAPON STATION ON AN M1/M1A1/M1A2 TANK
171-122-3006	INSTALL/REMOVE AN M240 MACHINE GUN IN THE COMMANDER'S WEAPON MOUNT ON AN M1/M1A1/M1A2 TANK
171-122-3007	ENGAGE TARGETS WITH THE M240 MACHINE GUN IN THE COMMANDER'S WEAPON MOUNT ON AN M1/M1A1/M1A2 TANK
171-122-3008	ENGAGE TARGETS WITH A CALIBER .50 M2HB MACHINE GUN ON AN M1/M1A1/M1A2 TANK
171-122-3010	ZERO A CALIBER .50 M2HB MACHINE GUN ON AN M1/M1A1 TANK
171-122-3011	BORESIGHT A CALIBER .50 M2HB MACHINE GUN ON AN M1/M1A1 TANK
171-123-1000	DIRECT OCCUPATION OF A VEHICLE FIGHTING POSITION
171-123-1012	EVADE ENEMY ANTITANK GUIDED MISSILES (ATGM)
171-123-1079	TROUBLESHOOT MALFUNCTIONS ON M240/M240C MACHINE GUN
171-123-1080	TROUBLESHOOT MALFUNCTIONS ON AN M2HB MACHINE GUN WITH M10 CHARGER
171-123-3001	SUPERVISE PERSONNEL HANDLING AMMUNITION
171-126-1028	FIRE AN M250 GRENADE LAUNCHER ON AN M1/M1A1/M1A2 TANK
171-126-1042	PREPARE A SKETCH RANGE CARD FOR AN M1/M1A1/M1A2 TANK
171-126-1083	SUPERVISE THE EXTINGUISHING OF A FIRE ON AN M1/M1A1/M1A2 TANK
171-126-1084	CONDUCT A BUSTLE HIT DRILL ON AN M1/M1A1/M1A2 TANK
171-126-1085	CONDUCT AN EVACUATION DRILL ON AN M1/M1A1/M1A2 TANK

171-126-1100	EMPLOY A MINE-CLEARING ROLLER ON AN M60-SERIES/M1-SERIES TANK
171-126-1101	EMPLOY THE CLEARED-LANE MARKING SYSTEM (CLAMS) ON AN M1-SERIES TANK
171-126-1105	PERFORM TANK COMMANDER'S BEFORE-OPERATIONS CHECKS AND SERVICES ON AN M1/M1A1/M1A2 TANK
171-126-1109	PERFORM TANK COMMANDER'S AFTER-OPERATIONS CHECKS AND SERVICES ON AN M1/M1A1/M1A2 TANK
171-126-1113	OPERATE THE COMMANDER'S INTEGRATED DISPLAY (CID) ON AN M1A2 TANK
171-126-1114	PREPARE THE COMMANDER'S STATION (CS) FOR OPERATION ON AN M1A2 TANK
171-126-1117	PERFORM SPECIAL GUNNERY CHECKS ON AN M1A2 TANK
171-126-1118	DIRECT MAIN GUN MISFIRE PROCEDURES ON AN M1/M1A1/M1A2 TANK
171-126-1119	EMPLOY A MINE-CLEARING PLOW ON AN M1/M1A1 TANK
171-126-1122	CONDUCT ARMAMENT ACCURACY CHECKS ON AN M1/M1A1/M1A2 TANK
171-126-1123	CONDUCT SCREENING TEST ON AN M1/M1A1/M1A2 TANK
171-126-1127	COLLIMATE THE M26A1 OR M27A1 MUZZLE BORESIGHT DEVICE
171-126-1130	SEND AND RECEIVE TACTICAL REPORTS/OVERLAYS ON THE COMMANDER'S INTEGRATED DISPLAY (CID) ON AN M1A2 TANK
171-126-1132	PERFORM SPECIAL GUNNERY CHECKS ON AN M1/M1A1 TANK
171-126-1138	PERFORM BUILT-IN TESTS ON THE COMMANDER'S INTEGRATED DISPLAY (CID) ON AN M1A2 TANK
171-126-1139	PERFORM DIAGNOSTICS MODE MAINTENANCE ON THE COMMANDER'S INTEGRATED DISPLAY (CID) ON AN M1A2 TANK
171-126-1143	OPERATE COMMANDER'S INDEPENDENT THERMAL VIEWER (CITV) ON AN M1A2 TANK
171-126-1144	PREPARE THE INTERVEHICULAR SYSTEM (IVIS) FOR OPERATION ON AN M1A2 TANK
171-126-1145	PREPARE THE POSITION/NAVIGATION SYSTEM FOR OPERATION ON AN M1A2 TANK
171-126-3001	ESTABLISH SILENT WATCH FROM M1/M1A1/M1A2 TANK
171-126-3002	PREPARE THE COMMANDER'S WEAPON STATION FOR OPERATION ON AN M1/M1A1 TANK
171-126-3003	SECURE THE COMMANDER'S WEAPON STATION ON AN M1/M1A1/M1A2 TANK
171-126-3004	ENGAGE TARGETS WITH THE MAIN GUN FROM THE COMMANDER'S WEAPON STATION ON AN M11M1A1/M1A2 TANK
171-126-3009	DIRECT MACHINE GUN ENGAGEMENTS ON AN M1/M1A1/M1A2 TANK
171-126-3010	DIRECT MAIN GUN ENGAGEMENTS ON AN M1/M1A1/M1A2 TANK
171-131-2083	PERFORM PLUMB AND SYNCHRONIZATION ON AN M1A2 TANK FIRE CONTROL SYSTEM
171-309-0650	INSPECT AN AUTOMATED EQUIPMENT MAINTENANCE AND INSPECTION WORKSHEET (DA FORM 5988-E)
171-309-0652	INSPECT AN AUTOMATED MOTOR EQUIPMENT DISPATCH FORM (DA FORM 5987-E)

Appendix F

Navigation Aides

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APPENDIX F1

Navigation Aid for Collective Information ASAT 4.42

<u>ASAT Power Panel</u>

Collective Button

Development

Create/Edit Collective Tasks (T&EO)

- (Tab Folder after filtering and selection)
- Task Data
- Administrative Data
- Condition
- Standard
- OPFOR
- Courses
- Supported Actions
- Task Selections
- Equipment (LIN)
- Equipment (NSN)
- Glossary
- Lessons
- Multimedia
- Prerequisite Collective Tasks
- Supporting Collective Tasks
- MTP/Unit Type
- Individual Tasks
- Exercises
- Supporting Drills
- Elements/Missions
- Elements/Frequency
- AUTL
- Category Items
- Supporting Products
- Considerations/Notes
  - Environmental
  - Safety
  - Standard Degradation
  - Remarks
  - Back to Main Task Tabs
- Doctrine
- Outliner Button  on toolbar
  - Enter Collective Task Steps
  - Related Data Button  focused at task step
    - Supporting Products
    - Multimedia
    - Supporting Drills
    - Supporting Collective Tasks

- Supporting Individual Tasks
- Equipment (LIN)
- Equipment (NSN)
- Glossary
- Doctrine

Manage Collective Tasks

Collective Task Development Wizard

- (Sequence of wizard steps)
- Edit, Copy, New
- Select Collective Task
- Link Task to MTP/Unit Types
- Link Task to TOE-Elements/Missions
- Link Task to Equipment (NSN)
- Link Task to Equipment (LIN)
- Link Task to Exercise
- Link Task to Supporting Products
- Link Task to Selected Data
- Enter Cue Statement
- Enter Condition Statement
- Enter Major Task Steps
- Enter Standard Statement
- Link Task to Courses
- Link Task to Supporting Collective Tasks
- Link Task to Individual Tasks
- Link Task to User Categories
- Link Task to Drill Tasks
- Link Task to OPFOR Tasks

Mission Training Plan (MTP) Wizard

- (Sequence of wizard steps)
- Edit, Copy, Create
- MTP Data
- Link MTP to TOEs
- Link MTP to Missions
- Link MTP to Collective Tasks (T&EO)
- Link MTP to Product Terms (Glossary)
- Link MTP to Supporting Products (References)
- Create a RTF Report File

Create/Edit MTP/Drill Books

- (Tab Folder after filtering and selection of MTP)
- Product Data Page 1
- Product Data Page 2
- Administrative Data
- Remarks
- Distribution Restriction
- Supersedes Statement
- Glossary
- Supporting Products (References)
- Sections (Enter MTP Chapters)
- Category Items
- Doctrine
- MTP/Unit Type Tasks
- Mission
- TOE

Create/Edit MTP/Drill Book
(Tab Folder after filtering and selection of Drill)

- Product Data Page 1
- Product Data Page 2
- Administrative Data
- Remarks
- Distribution Restriction
- Supersedes Statement
- Glossary
- Supporting Products (References)
- Sections (Enter MTP Chapters)
- Category Items
- Doctrine
- Drill Book Tasks

Sequence MTP Tasks
Build MTP Glossary
Create/Edit Drill Tasks

- (Tab Folder after filtering and selection)
- Task Data
- Administrative Data
- Condition
- Standard
- Cue
- Performance
- Set up
- Talk
- Walk
- Run
- Coaching Points
- Drill Book
- Individual Tasks
- Glossary
- Multimedia
- Collective Task
- Category Items
- Supporting Products
- Considerations/Notes
  - Environmental
  - Safety
  - Remarks
  - Back to Main Task Tabs
- Doctrine
- Outliner Button  on toolbar
  - Enter Drill Task Steps
  - Related Data Button  focused at task step
    - Supporting Products
    - Multimedia
    - Glossary
    - Supporting Individual Tasks
    - Doctrine

Manage Drill Tasks

Drill Book Wizard

(Sequence of wizard steps)
Select Drill Book for Edit, Copy, Create
Drill Book Data
Link Drill Book to Drill Tasks
Link Drill Book to Product Terms (Glossary)
Link Drill Book to Supporting Products (References)
Go to Tab Folders

Sequence Drill Book Tasks
Build Drill Book Glossary
Create/Edit OPFOR Tasks

(Tab Folder after grid selection is made)
OPFOR Data
Condition
Standard
Collective Task Links

Reports

Collective Synopsis Report (RTF)
Drill Synopsis Report (RTF)
MTP/Collective Task Summary (RTF)
Miscellaneous Collective (RTF)
Drill Book/Drill Task Summary (RTF)
Miscellaneous Drill (RTF)
Simulation Analysis Reports (RTF)

APPENDIX F2

Navigation Aid for Individual Module ASAT 4.42

ASAT Power Panel

Individual Button

Development

Create/Edit Individual Tasks

(Tab Folders after filtering and selection)
Task Data
Administrative Data
Condition
Standards
Evaluation Guidance
Evaluation Preparation
Supporting Products
Equipment
Knowledges
Skills
Certifications
Step Multimedia
Occupations →
- MOS Links
- ASI Links
- MOS/ASI Links
- SQI Links
- MOS/SQI Links
- Duty Positions
- All Occupations
- Back to Main Task Tabs ←

STP/Subject Area
Glossary
Category Items
Related Tasks →
- Supporting Individual Tasks
- Prerequisite Individual Tasks
- Supported Individual Tasks
- Supported Collective Tasks
- Supported Drills
- Back to Main Task Tabs ←

Courses
Lessons
Index
Considerations/Notes →
- Environmental
- Safety
- Description

Remarks
Back to Main Task Tabs ←
Dif Model
Change History

Outline Editor Button or Data/Outline Editor menu option
Training Information Outline/Performance Steps
Enter Individual Task Steps

Related Data Button or View/Related Data menu option
Condition
Standard
Cue
Supporting Products
Multimedia
Evaluated By
Supporting Individual Tasks
Skills
Knowledges
Equipment
Glossary
Index

Evaluation Guide/Performance Measures
Enter Individual Task Performance Measures

Related Data Button or View/Related Data menu option
Supporting Products
Multimedia
Evaluated Steps

Manage Individual Tasks

Same tabs as **Create/Edit Individual Tasks** except allows editing of the Task Title and Status and the entry of Approval and Obsolete Dates.

Individual Task Development Wizard

Select or Create an Individual Task (filter available)
Create, Edit, or Copy Individual Task Data
Link Individual Task to Occupations / the Lowest Skill Level
Link Individual Task to Duty Positions
Link Individual Task to Performance Location
Link Individual Task to Equipment (Materiel Items) (after filtering)
Link Individual Task to Supporting Products (after filtering)
Individual Task Cue
Individual Task Condition
Link Individual Task to Major Task Steps
Individual Task Standard Statement
Individual Task Environment Statement
Individual Task Safety Statement
Link Individual Task to STPs/Subject Areas
Link Individual Task to Supporting Individual Tasks (after filtering)
Link Individual Task to Courses
Link Individual Task to Skills (after filtering)
Link Individual Task to Knowledges (after filtering)

Select Task Data
Link Individual Task to User Categories
Individual Task Remarks
Further Options (RTF report or exit to task tabs, Outline Editor or Power Panel)

Soldier Training Publication (STP) Wizard

Select STP to Edit or Copy or Create a new STP
Create New or Edit or Copy Existing STP Data
Select Military Personnel Class Type
Link STP to MOS/Skill Levels
Add/Edit/Sequence Subject Areas
Link Tasks/Subject Areas (after filtering)
Link STP to Product Terms (Glossary) (after filtering)
Link STP to Supporting Products (References) (after filtering)
STP/OFS Manual Synopsis Reports (RTF report or finish and returned to Power Panel)

Create/Edit STP

(Tab Folders after filtering and selection)
Product Data Page 1
Product Data Page 2
Administrative Data
Remarks
Distribution Restriction
Supersedes Statement
Glossary
Supporting Products (References)
Sections
Occupational Specialty Links
Subject Area Links ↓
Enter Subject Areas
Related Data Button  or Data/Related Data menu option
Individual Task Links
STP Tasks (S/A)
Category Items
Change History

Sequence STP Tasks

Build STP Glossary

Lesson Plan/Course

Create/Edit Lesson Outlines/Plans

(Tab Folders after filtering and selection)
Lesson Data
Risk Assessment Note
Foreign Disclosure Statement
TSP

Administrative Data →
Courses
Individual Tasks Taught
Individual Tasks Supported

  - Individual Tasks Reinforced
  - Knowledges
  - Skills
  - Collective Tasks Taught
  - Collective Tasks Supported
  - Test Lessons
  - Prerequisite Lessons
  - Supporting Products
  - Study Assignments
  - Instructor Requirements
  - Instructor Materials
  - Student Materials
  - Instructional Guidance
  - Approvals
  - Back to Main Tabs ←
- Introduction →
  - Introduction Data
  - Motivator
  - Safety
  - Environmental
  - Evaluation
  - Instructional Lead-In
  - Back to Main Tabs ←
- Terminal Learning Objective →
  - TLO - Action Statement
  - TLO - Description
  - TLO - Condition
  - TLO - Standard
  - TLO Learning Steps/Activities ↓
    - Enter Step/Activity Id and Title
    - Related Data Button  or Data/Related Data menu option
    - Step/Activity Data and Edit button
    - Security Considerations
    - Check on Learning
    - Glossary
    - Index
    - Facilities
    - Equipment
    - Instructor Type
    - Support Personnel
    - TADSS
    - DODIC
    - Multimedia
    - Test Questions
  - Enabling Learning Objectives ↓
    - Enter ELO Id and Action Statement
    - Related Data Button  or Data/Related Data menu option
      - ELO Data
      - Description
      - Condition
      - Standard
      - Check on Learning
      - Glossary

- Index
- Resources ➔
  - Facilities
  - Equipment
  - Instructor Type
  - Support Personnel
  - TADSS
  - DODIC
  - Multimedia
  - Test Questions
- Learning Steps/Activities ↓
  - Enter Step/Activity Id and Title
  - Related Data Button  or Data/Related Data menu option
    - Step/Activity Data and Edit button
    - Security Considerations
    - Check on Learning
    - Glossary
    - Index
    - Facilities
    - Equipment
    - Instructor Type
    - Support Personnel
    - TADSS
    - DODIC
    - Multimedia
    - Test Questions

Summary
- Summary Data
- Review/Summarize
- Check on Learning
- Back to Main Tabs ←

Student Evaluation ➔
- Testing Requirements
- Feedback Requirements
- Back to Main Tabs ←

Practical Exercises ↓
- Enter Practical Exercise Id and Title
- Related Data Button  or Data/Related Data menu option
  - Practical Exercises Data and Edit buttons for Procedures and Solutions
  - Introduction
  - Motivator
  - Safety
  - Environmental
  - Evaluation
  - Instructional Lead-In
  - Instructor Resources
  - Student Resources
  - Special Instructions
  - Feedback Requirements

Resources ➔
- Facilities
- Equipment
- Instructor Type

- Support Personnel
- TADSS
- DODIC
- Multimedia
- Test Questions
- Back to Main Tabs 🡐

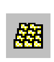
Remarks
Category Items
Glossary
Index
Change History

Lesson Plan Approval

Create/Edit Training Support Packages (TSP)

(Tab Folders after filtering and selection)
TSP Data
Description
Users
Supersedes
Lessons
Category Items
Remarks
Change History

Create/Edit Course Materials

- (Tab Folders after filtering and selection)
- Course Data
- Foreign Disclosure Statement
- Purpose
- Scope
- Prerequisites
- Eligibility
- Curriculum
- Remarks
- Superseded
- Lesson Links
- Lesson Distribution
- Phases 🡓
  - Enter Phase record
  - Related Data Button  or Data/Related Data menu option
    - Phase Detail
    - Variable
    - Validation
    - Proponents
    - Training Locations
    - Course Master 🡒
      - Course
      - Purpose
      - Scope
      - Prerequisites
      - Remarks
      - Supersedes
      - Specialties

- Supporting ITP
- Lesson Distribution
- Collective Task Links
- Individual Task Links
- Back to Main Tabs ←

Phase/Admin →

- Approval
- Scope
- Special Information
- Curriculum
- Remarks
- Supersedes
- Prerequisites
- Memo of Transmittal
- HQ Memo
- Back to Main Tabs ←

Distance Learning →

- General Information and Definitions
- Required Information
- Back to Main Tabs ←

Modules ↓

- Enter Module Id, Version, Type and Title
- Related Data Button or Data/Related Data menu option
  - Module Detail
  - Purpose
  - Remarks
  - Technique of Delivery
  - Module Lessons

Lesson Distribution

Techniques of Delivery

Projected Resources →

- Facilities
- Equipment
- Support Instructor
- Support Personnel
- TADSS
- DODIC
- Back to Main Tabs ←

Lesson Resources →

- Facilities
- Equipment
- Support Instructor
- Support Personnel
- TADSS
- DODIC
- Back to Main Tabs ←

Validated Resources →

- Facilities
- Equipment
- Support Instructor
- Support Personnel
- TADSS
- DODIC
- Back to Main Tabs ←

Change History
Specialties
ITP
Collective Tasks (via Lessons)
Collective Tasks (Planned)
Individual Tasks (via Lessons)
Individual Tasks (Planned)
Change History

Create/Edit Course –Delivery Group/Phases
(Tab Folders after filtering and selection)
Same tabs as listed for Phases 🡻 under Create/Edit Course Material (pages 6-8)

Manage Course-Delivery Group/Phases
(Tab Folders after filtering and selection)
Same tabs as listed for Phases 🡻 under Create/Edit Course Material (pages 6-8)

Reports

STP/Individual Task Summary (RTF)
Individual Synopsis Report (RTF)
Miscellaneous Individual (RTF)
Individual Task Development (RTF)
TSP/Lesson (RTF)
POI Reports (RTF)
Software User's Manual (SUM) Report (RTF)

See also Tools Module \ Reports \ Comparison Utility and Essential Fields Utility for Individual task, Lesson Plan and Products (STP and TSP) report options.

🡺 Indicates that this tab contains other tabs or Tab-on-Tab. Additional tabs, which are a sub-group of the current tab, will display when this tab is selected.

🡸 Returns the user to the original set of tabs. Used in conjunction with tab-on-tab.

🡻 Indicates that this is a Drill-Down tab which is usually an insert or link type tab. Using the Data: Related Data menu option or the Related Data toolbar button opens another tab folder window containing tabs relevant to the currently selected record. A window opened from a drill-down tab does NOT include a Back to Main Tabs tab. It must be closed using the File: Close menu option or the Close Current Window toolbar button.

APPENDIX F3

ASAT 4.42 Navigation Aid
for
TSP / Lesson Plan Development

WORKING WITH TAB FOLDERS IN ASAT

There are several simple Tab types available in ASAT 4.42.

Detail Tab Freeform, small field data entry type tab.

Block Tab Single, large edit field for entering paragraph type data.

Link Tab Provides a mechanism to link the current record to records in other tables in ASAT. Identified by its grid-like appearance and the **View Linked, View All, View Not Linked** buttons on the bottom of the tab. Selecting Related Data will (if available) open a tab-folder window for the current linked record.

Insert Tab Provides a mechanism to link the current record to any number of items that do not exist in other tables in ASAT. Identified by its grid-like appearance, the lack of buttons at the bottom of the tab, and an activated Data/Insert Record menu option and Insert Record toolbar button.

Display Tab Provides a mechanism to view items linked to the current lesson. It is usually in a row and column grid format and is for information viewing only.

There are also a number of compound Tab types available in ASAT 4.42.

Tab-on-Tab A tab that contains other tabs. When a tab of this type is selected, the current set of tabs is replaced by another set of tabs, which are a sub-group of the original tab. Tabs of this type are identified by ➔ to the right of the tab title.

Back-to-Main This tab is available on the sub-groups of tabs displayed for a Tab-on-Tab. Its only function is to return the user to the original set of tabs. Tabs of this type are identified by 🡐 to the right of the tab title.

Drill-down Tab A drill-down tab is usually a **Link** or **Insert** type tab. Selecting Related Data opens another Tab-Folder window in ASAT containing a set of tabs relevant to the currently selected record in the tab. A single tab folder can spawn multiple Drill-Down windows. The window opened by a Drill-down enabled row must be closed using **File\Close** or the **Close Current Window** toolbar button. All the drill-down windows will close when the parent window closes. Tabs of this type are identified by 🡓 to the right of the tab title.

There is also a Rich Text Format (RTF) Edit Window available in ASAT 4.42. This RTF edit window is available on many Lesson Plan tabs as well as accessed through an Edit button on the tabs used in TSP and Lesson Plan development. It offers word processor like functions with advanced ability to create, format, and edit text.

Note: Many fields entered using the Create/Edit Lesson Outlines/Plans menu option are used by the Program of Instruction (POI) report. An asterisk (*) precedes all fields used by the POI report.

ASAT Power Panel - Individual Tab

Create/Edit Lesson Plans - opens the Main Lesson Tab Folder. **NOTE**: Tabs are listed in the order that they display in the tab folder.

Lesson Data

The following fields display in the screen header and are not editable.

***Lesson Id**
***Version**
***Total TLO Instruction Time (Steps/Sections)**
***Title**

The following fields display and are editable if user access rights permit:

***Title**
School
***Foreign Disclosure Statement**
FD Installation/Activity
Risk Assessment Level
***Management Category**
Point of Contact
Effective Date
Restrict Read
***Total TLO Instruction Time (Steps/Sections)**

Risk Assessment Note

This block tab allows the user to elaborate on the Risk Assessment Level assigned to this lesson on the Lesson Data tab.

Foreign Disclosure Statement

This block tab allows the user to view the Foreign Disclosure Statement for this Lesson. The statement is selected and FD Installation/Activity information entered on the Lesson Data tab.

TSP

This link tab allows the user to link and unlink the current lesson to TSPs. The following fields are displayed:

Product ID
Product Name

Administrative Data ➔

This tab-on-tab provides access to the following tabs pertaining to Administrative Data for this lesson.

Courses

This pick list link tab allows the user to link this lesson to each course in which it is taught. The following fields are displayed:

***Course ID**
***Version**
***Title**

Ind. Tasks Taught

This link tab allows the user to link Individual Task(s) taught by this Lesson to the lesson. Linking to an individual task activates a Task Copy Options screen, which allows copying of the task condition, task standard, task steps, task index, task description, and/or task step index, equipment, glossary, or multimedia to TLO or ELO tabs. These tabs are accessed through the Terminal Learning Objective tab at the Lesson Plan level. The following fields are displayed:

***Task ID**
***Status**
***Individual Task**

Ind. Tasks Supported

This link tab allows the user to link Individual Task(s) supported (part of the task taught) by this lesson. A Task Copy Option screen allows copying of the applicable portions of the individual task to a TLO or ELO tab. The following fields are displayed:

***Task ID**
Step ID
***Status**
***Individual Task**

Ind. Tasks Reinforced

This link tab allows the user to link Individual Task(s) for which this lesson provides refresher or integrated training. The following fields are displayed:

Task ID
Status
Individual Task

Knowledges

This link tab allows the user to link knowledges taught in the lesson. The following fields are displayed:

Knowledge ID
Knowledge Title

Skills

This link tab allows the user to link skills taught in the lesson. The following fields are displayed:

Skill ID
Skill Name

Col. Tasks Taught

This link tab allows the user to link Collective Task(s) taught by this Lesson to the lesson. Linking to a collective task activates a Task Copy Options screen, which allows copying of the task condition, task standard, task steps, task index, task description, and/or task step index, equipment, glossary, or multimedia to TLO or ELO tabs. These tabs are accessed through the Terminal Learning Objective tab at the Lesson Plan level. The following fields are displayed:

***Task ID**
***Status**
***Task**

Col. Tasks Supported

This link tab allows the user to link Collective Task(s) supported (part of the task taught) by this lesson. A Task Copy Option screen allows copying of the applicable portions of the collective task to a TLO or ELO tab. The following fields are displayed:

***Task ID**
Step ID
***Status**
***Collective Task**

Test Lessons

This link tab allows the user to link lesson(s) that test the current lesson. The following fields are displayed:

***Lesson ID**
***Version**
Title
Duration
Review
Description

Prerequisite Lessons

This link tab allows the user to link prerequisite lessons to this lesson. The following fields are displayed:

Lesson ID
Version
Title

Supporting Products

This link tab allows the user to link products/references (FM, AR, TM, etc.) that support this lesson to the lesson. The following fields are displayed:

Product ID
Title
Product/Source Information

Study Assignments

This RTF Edit window allows entry and editing of the Study Assignments applicable to this lesson.

Instructor Requirements

This RTF Edit window allows entry and editing of the Instructor Requirements for this lesson.

Instructor Materials

This RTF Edit window allows entry and editing of what Instructor Materials are required for this lesson.

Student Materials

This RTF Edit window allows entry and editing of what Student Materials are required for this lesson.

Instructional Guidance

This RTF Edit Window allows entry and editing of Instructional Guidance for this lesson.

Approvals

This link tab allows the user to link and sequence personnel who are the approval authorities for the lesson plan. The following fields are displayed:

Person Id
Person Name
Seq No.
Rank
Position
Approval Date
Changed by
Phones: Commercial, DSN, Ext
e-Mail Address
School Name

Back to Main Tabs ←

Returns the user to the Main Lesson tabs.

Introduction →

This tab-on-tab provides access to the following tabs pertaining to the Introduction for this lesson.

Introduction Data

This screen allows selection and editing of the following fields as they pertain to the Introduction section of this Lesson:

***Method of Introduction**
***Instructor to Student**
***Time of Instruction**
***Technique of Delivery (media)**

Motivator

This RTF Edit window allows entry and editing of the Motivator statement for this lesson.

Safety

This RTF Edit window allows entry and editing of the Safety statement for this lesson.

Environmental

This RTF Edit window allows entry and editing of the Environmental Considerations statement for this lesson.

Evaluation

This RTF Edit window allows entry and editing of the Evaluation statement for this lesson.

Instructional Lead-In

This RTF Edit window allows entry and editing of the Instructional Lead-In for this lesson.

Back to Main Tabs ←

Returns the user to the Main Lesson tabs.

Terminal Learning Objectives →

This tab-on-tab provides access to the tabs pertaining to the TLO and the Enabling Learning Objectives and/or Learning Steps/Activities. This information populates the Presentation section of the lesson plan.

*** TLO - Action Statement**

This block text field allows entry and editing of the Terminal Learning Objective (TLO) Action statement for this Lesson.

TLO - Description

This block text field is used to enter a description or summary of the lesson or TLO. Information entered here displays at the beginning of the lesson in the Software User's Manual (SUM) Report used by Intel-Fusion developers.

TLO - Condition

This RTF Edit window allows entry and editing of the Terminal Learning Objective (TLO) Condition statement for this Lesson.

TLO - Standard

This RTF Edit window allows entry and editing of the Terminal Learning Objective (TLO) Standard for this Lesson.

TLO Learning Steps/Activities↓

This insert drill-down tab provides access to the tabs pertaining to the Learning Steps/Activities *WHEN* the lesson data does not include any Enabling Learning Objectives. **NOTE:** If this tab is used, the Enabling Learning Objectives tab will be disabled or grayed out. See the Learning Step/Activities entry below, for tabs and fields included.

Enabling Learning Objectives↓

This insert drill-down tab allows insertion or editing of the following fields at they pertain to each Enabling Learning Objective associated with this Lesson. **NOTE:** If this tab is used, the TLO Learning Steps/Activities tab will be disabled or grayed out.

***ELO**
***Action Statement**
***Time**

Selecting Data/Related Data opens additional tabs and provides access to Learning Step/Activities for the current ELO.

ELO Data

This detail tab allows entry and editing of the following fields as they pertain to this Enabling Learning Objective:

***Action**
System Help Id
***Total ELO Instruction Time**

Description

This block tab allows entry of a description or summary of the ELO. Information entered here displays after the ELO in the Software User's Manual (SUM) Report used by Intel-Fusion developers.

Condition

This RTF Edit window allows entry and editing of the Condition statement for this ELO.

Standard

This RTF Edit window allows entry and editing of the Standard for this ELO.

Check on Learning

This RTF Edit window allows entry and editing of the Check on Learning for this ELO. Text entered automatically upon creation of an ELO can be edited.

Glossary

This tab is used to link glossary terms to the ELO. It also displays any links made to the lesson plan (TLO) Glossary tab and to any of the current ELO's learning steps/activities Glossary tabs. Information displays in the abbreviations section of the Software User's Manual (SUM) Report. The following fields display:

Term
Step
Definition

Index

This insert tab is used to enter words or phrases to create an index to link to embedded software. It also displays any index items inserted on the lesson plan (TLO) Index tab and on any of the current ELO's learning steps/activities Index tabs. Information displays in the Index section of the Software User's Manual (SUM) Report. The following fields display:

Index Word(s)/Phrases
ELO (Step)

Resources ➔

This tab-on-tab provides access to the following tabs that allow linking of items to the ELO. It also displays items linked to the same tab at lesson (TLO) level and the same tab for any learning step/activities for the current ELO. Records linked at any level can be unlinked on any of the tabs. Records must, however, be linked at the level to which they apply (TLO, ELO, Learning Step/Activity.)

WARNING: Link resources at the highest level at which they are required. A resource linked at the Lesson Plan (TLO) level indicates that the resource is needed for the entire lesson. It applies to every step. A resource linked at the ELO level indicates that it used for every step of the ELO. *Linking resources at a higher level than needed will result in exaggerated resource computations and possible disapproval of your Program of Instruction (POI).*

Facilities

This link tab allows linking of the Facilities required for this ELO. It also displays any links made to the lesson plan (TLO) Facilities tab and to any of the current ELO's learning steps/activities Facilities tabs. The following fields display:

***Facility ID**
Step
***Name**
***Student Ratio**
***Setup Hours**
***Cleanup Hours**
***Quantity**
***Unit of Measure**
***Remarks**

Equipment

This link tab allows linking of the Equipment/Materiel Items required for this ELO. It also displays any links made to the lesson plan (TLO) Equipment tab and to any of the current ELO's learning steps/activities Equipment tabs. The following fields display:

***Equipment ID**
***Support**
***Step**
***LIN**
***Name**
***Student Ratio**
***Instructor Ratio**
***Other Quantity**
***Critical**
***OPTEMPO Hours**
***OPTEMPO Miles**
***Remarks**

Instructor Type

This link tab allows linking of the instructor type required for this ELO. It also displays any links made to the lesson plan (TLO) Instructor Type tab and to any of the current ELO's learning steps/activities Instructor Type tabs. The following fields display:

***MPCC**
Step
***Instructor Type**
***Quantity**
Remarks

Support Personnel

This link tab allows linking of the support personnel required for this ELO. It also displays any links made to the lesson plan (TLO) Support Personnel tab and to any of the current ELO's learning steps/activities Support Personnel tabs. The following fields display:

***MPCC**
Step
***Support Personnel Description**
***Student Ratio**
***Quantity**
***Man Hours**
***School**
***Supporting Troop Location**
***Remarks**

TADSS

This link tab allows linking of the Training Aids, Devices, Simulators and Simulations required for this ELO. It also displays any links made to the lesson plan (TLO) TADSS tab and to any of the current ELO's learning steps/activities TADSS tabs. The following fields display:

***TADSS ID**
Step
***Product Type**
***Title**
***Student Ratio**
***Support Quantity**
***Other Quantity**
***Item Substituted For**
***Remarks**

DODIC

This link tab allows linking of the ammunition required for this ELO. It also displays any links made to the lesson plan (TLO) DODIC tab and to any of the current ELO's learning steps/activities DODIC tabs. The following fields display:

***DODIC**
Step
***Nomenclature**
***Student Ratio**
***Instructor Ratio**
***Support Quantity**
***Remarks**

Multimedia

This link tab allows linking of the Media (viewgraphs/PowerPoint slides and handouts) required for this ELO. It also displays any links made to the lesson plan (TLO) Multimedia tab and to any of the current ELO's learning steps/activities Multimedia tabs. **NOTE**: Graphics (not PowerPoint slides) can be displayed only in the text of learning steps/activities and must be linked at that level. The following fields display:

Multimedia Name
Step
Extension

School
Sequence
Step Multimedia ID
Step Multimedia Title

Test Questions

This insert tab allows insertion and editing of Test Questions and Answers associated with this ELO. It also displays any links made to the lesson plan (TLO) Test Questions tab and to any of the current ELO's learning steps/activities Test Questions tabs. Questions should be linked based on the information tested. The following fields display:

Question ID
Step
Estimated Time
Estimated Difficulty
Type

Question Text - (Edit)	This opens a RTF Edit window for the entry and editing of the question.
Answer Text - (Edit)	This opens a RTF Edit window for the entry and editing of the answer.

Back to Main Tabs ←

Returns the user to the ELO tab folder.

Learning Steps/Activities ↓

This insert drill-down tab allows insertion or editing of the following fields at they pertain to each Learning Step/Activity as it is associated with this ELO (or TLO if no ELOs exist.)

***Step #**
***Title**
***Time**

Selecting Data/Related Data opens the Learning Step/Activity Tab Folder for the Learning Step/Activity that is current.

Step/Activity Data

This detail tab allows entry, selection, or editing of the following fields as they pertain to the current Step/Activity.

***Title**
***Security Classification**
***Method of Instruction**
***Technique of Delivery (media)**
Time Category
Instructor to Student
***Time of Instruction**
Mandatory

Step/Activity - (Edit)	This opens a RTF Edit window for entry or editing the text of this Learning Step/Activity.

Security Considerations

This block text field allows entry or editing of the Security Considerations for this Learning Step/Activity.

Check on Learning

This RTF Edit window allows entry or editing of the Check on Learning for this Learning Step/Activity. Text entered automatically by creation of a Learning Step/Activity can be edited.

Glossary

This link tab is used to link glossary terms to the Learning Step/Activity. It also displays any links made to the TLO Glossary tab and the ELO Glossary tab (if used) for the current step. Information linked displays in the abbreviations section of the Software User's Manual (SUM) Report. The following fields display:

Term
Step
Definition

Index

This insert links tab is used to enter words or phrases to create an index to link to embedded software. It also displays any links made to the TLO Index tab and the ELO Index tab (if used) for the current step. Information displays in the Index section of the Software User’s Manual (SUM) Report. The following fields display:

Index Word(s)/Phrases
Step

Facilities

This link tab allows linking of the Facilities required for this Learning Step/Activity. It also displays any links made to the TLO Facilities tab and the ELO Facilities tab (if used) for the current step. Any items can be unlinked on this tab. The following fields display:

***Facility ID**
Step
***Name**
***Student Ratio**
***Setup Hours**
***Cleanup Hours**
***Quantity**
***Unit of Measure**
***Remarks**

Equipment

This link tab allows linking of the Equipment/Materiel Items required for this Learning Step/Activity. It also displays any links made to the TLO Equipment tab and the ELO Equipment tab (if used) for the current step. Any items can be unlinked on this tab. The following fields display:

***Equipment ID**
***Support**
***Step**
***LIN**
***Name**
***Student Ratio**
***Instructor Ratio**

***Other Quantity**
***Critical**
***OPTEMPO Hours**
***OPTEMPO Miles**
***Remarks**

Instructor Type

This link tab allows linking of the instructor types required for this Learning Step/Activity. It also displays any links made to the TLO Instructor Type tab and the ELO Instructor Type tab (if used) for the current step. Any items can be unlinked on this tab. The following fields are displayed:

***MPCC**
Step
***Instructor Type**
***Quantity**
Remarks

Support Personnel

This link tab allows linking of the support personnel required for this Learning Step/Activity. It also displays any links made to the TLO Support Personnel tab and the ELO Support Personnel tab (if used) for the current step. Any items can be unlinked on this tab. The following fields are displayed:

***MPCC**
Step
***Support Personnel Description**
Student Ratio
***Quantity**
***Man Hours**
School
Supporting Troop Location
***Remarks**

TADSS

This link tab allows linking of the TADSS required for the TLO. It also displays any links made to any ELO TADSS tabs or learning steps/activities TADSS tabs. The following fields are displayed:

***TADSS ID**
Step
***Product Type**
***Title**
***Student Ratio**
***Support Quantity**
***Other Quantity**
***Item Substituted For**
***Remarks**

DODIC

This link tab allows linking of the ammunition required for this Learning Step/Activity. It also displays any links made to the TLO DODIC tab and the ELO DODIC tab (if used) for the current step. Any items can be unlinked on this tab. The following fields are displayed:

***DODIC**
Step
***Nomenclature**
***Student Ratio**
***Instructor Ratio**
***Support Quantity**
***Remarks**

Multimedia

This link tab allows linking of the Media (viewgraphs/PowerPoint slides, handouts, and learning step/activity text graphics) required for this Learning Step/Activity. It also displays any links made to the TLO Multimedia tab and the ELO Multimedia tab (if used) for the current step. Any items can be unlinked on this tab. The following fields are displayed:

Multimedia Name
Step
Extension
School
Sequence
Step Multimedia ID
Step Multimedia Title

Test Questions

This insert tab allows insertion and editing of Test Questions and Answers associated with this Learning Step/Activity. It also displays any links made to the TLO Test Questions tab and the ELO Test Questions tab (if used) for the current step. Any items can be unlinked on this tab. Questions should be linked based on the information tested. The following fields are displayed:

Question ID
Step
Estimated Time
Estimated Difficulty
Type

Question Text - (Edit)	This opens a RTF Edit window for the entry and editing of the question.
Answer Text - (Edit)	This opens a RTF Edit window for the entry and editing of the answer.

Summary ➔

This tab-on-tab provides access to the tabs pertaining to the lesson Summary.

Summary Data

This detail tab allows entry, selection, or editing of the following fields as they pertain to the Summary section of this lesson:

***Method of Instruction**
Instructor to Student
***Time of Instruction**
***Technique of Delivery (media)**

Review/Summarize

This RTF Edit window allows entry or editing of the review or summarization of this lesson.

Check on Learning

This RTF Edit window allows entry or editing of the Check on Learning for the TLO of this Lesson. Text entered automatically upon creation of the lesson plan can be edited.

Back to Main Tabs ←

This tab returns the user to the Main Lesson tabs.

Student Evaluation →

This tab-on-tab provides access to the tabs pertaining to the Student Evaluation section of the Lesson.

Testing Requirements

This RTF Edit window allows entry and editing of the details of testing requirements.

Feedback Requirements

This RTF Edit window allows entry and editing of feedback requirements such as possible sources of remedial/refresher training available to the student for this lesson.

Back to Main Tabs ←

This tab brings the user back to the Main Lesson tabs.

Practical Exercises ↓

This drill-down insert tab allows entry and editing of the Practical Exercises associated with this Lesson. The PE can cover the TLO, an ELO or a Learning Step/Activity. **NOTE:** Many Practical Exercises tabs are filled automatically from other tabs within the lesson, if data is entered in those tabs *PRIOR* to creation of the Practical Exercise record on this tab. The following fields are displayed:

Practical Id
Title – The Lesson title is entered automatically but is editable.

After inserting a practical exercise record, selecting Data/Related Data from the file menu allows the user to open the Practical Exercise Tab Folder for the selected Practical Exercise.

Practical Exercise Data

This detail tab **Practical Id** and **Practical Title**, which are editable on the previous screen. The following fields pertaining to the current Practical Exercise are available for selection, entry, or editing. **NOTE:** The PE time rolled up and displayed on the Academic Hours block of a lesson plan must be entered at the Learning Step/Activity level. The Method of Instruction (MOI) entered here is for display purposes only. The MOI and Time of Instruction must be entered as a learning step/activity.

TLO/ELO/Learning Step
Method of Instruction
Technique of Delivery (media)
Procedures - (EDIT) This opens a RTF Edit window for entry or editing of the procedures for this PE.
Solutions - (EDIT) This opens a RTF Edit window for entry or editing of the solution for this PE.

Introduction

This RTF Edit window allows entry and editing of the Introduction for this PE.

Motivator

This RTF Edit window allows entry and editing of the Motivator statement for this PE. Could be pre-filled with text from the Introduction – Motivator tab.

Safety

This RTF Edit window allows entry and editing of the Safety statement for this PE. Could be pre-filled with text from the Introduction – Safety tab.

Environmental

This RTF Edit window allows entry and editing of the Environmental Considerations statement for this PE. Could be pre-filled with text from the Introduction – Environmental tab.

Evaluation

This RTF Edit window allows entry and editing of the Evaluation statement for this PE. Could be pre-filled with text from the Introduction – Evaluation tab.

Instructional Lead-In

This RTF Edit window allows entry and editing of the Instructional Lead-In for this PE. Could be pre-filled with text from the Introduction – Instructional Lead-In tab.

Instructor Resources

This RTF Edit window allows entry and editing of the description of Resources required by the Instructor for this PE. Could be pre-filled with text from the Administrative Data – Instructor Materials tab.

Student Resources

This RTF Edit window allows entry and editing of the description of Resources required by each Student for this PE. Could be pre-filled with text from the Administrative Data – Student Materials.

Special Instructions

This RTF Edit window allows entry and editing of any Special Instructions for this PE.

Feedback Requirements

This RTF Edit window allows entry and editing of the Feedback Requirements statement for this PE. Could be pre-filled with text from the Student Evaluation – Feedback Requirements tab.

Resources ➔

This tab-on-tab provides access to the following link tabs that allow linking of items to the TLO. It also displays items linked to the same tab at the ELO level and the same tab for any learning step/activities for the lesson. Records linked at any level can be unlinked on any of the tabs. Records must, however, be linked at the level to which they apply (TLO, ELO, Learning Step/Activity.)

WARNING: Link resources at the highest level at which they are required. A resource linked at the Lesson Plan (TLO) level indicates that the resource is needed for the entire lesson. It applies to *every* step. A resource linked at the ELO level indicates that it used for every step of the ELO. *Linking resources at a higher level than needed will result in exaggerated resource computations and possible disapproval of your Program of Instruction (POI).*

Facilities

This link tab allows linking of the Facilities required for the TLO. It also displays any links made to any ELO Facilities tabs or learning steps/activities Facilities tabs. The following fields display:

***Facility ID**
Step
***Name**
***Student Ratio**
***Setup Hours**
***Cleanup Hours**
***Quantity**
***Unit of Measure**
***Remarks**

Equipment

This link tab allows linking of the Equipment required for the TLO. It also displays any links made to any ELO Equipment tabs or learning steps/activities Equipment tabs. The following fields display:

***Equipment ID**
***Support**
***Step**
***LIN**
***Name**
***Student Ratio**
***Instructor Ratio**
***Other Quantity**
***Critical**
***OPTEMPO Hours**
***OPTEMPO Miles**
***Remarks**

Instructor Type

This link tab allows linking of the Instructor Type required for the TLO. It also displays any links made to any ELO Instructor Type tabs or learning steps/activities Instructor Type tabs. The following fields display:

***MPCC**
Step
***Instructor Type**
***Quantity**
Remarks

Support Personnel

This link tab allows linking of Support Personnel required for the TLO. It also displays any links made to any ELO Support Personnel tabs or learning steps/activities Support Personnel tabs. The following fields display:

***MPCC**
Step
***Support Personnel Description**

***Student Ratio**
***Quantity**
***Man Hours**
***School**
***Supporting Troop Location**
***Remarks**

TADSS

This link tab allows linking of the TADSS required for the TLO. It also displays any links made to any ELO TADSS tabs or learning steps/activities TADSS tabs. The following fields display:

***TADSS ID**
Step
***Product Type**
***Title**
***Student Ratio**
***Support Quantity**
***Other Quantity**
***Item Substituted For**
***Remarks**

DODIC

This link tab allows linking of the DODIC required for the TLO. It also displays any links made to any ELO DODIC tabs or learning steps/activities DODIC tabs. The following fields display:

***DODIC**
Step
***Nomenclature**
***Student Ratio**
***Instructor Ratio**
***Support Quantity**
***Remarks**

Multimedia

This link tab allows linking of the Media (viewgraphs and handouts) required for the TLO. It also displays any links made to any ELO Multimedia tabs or learning steps/activities Multimedia tabs. **Note**: Graphics can be displayed only in the text of learning steps/activities and must be linked at that level. The following fields display:

Multimedia Name
Step
Extension
School
Sequence
Step Multimedia ID
Step Multimedia Title

Test Questions

This insert tab allows insertion and editing of Test Questions and Answers covering the TLO. It also displays any Test Questions inserted on the ELO Test Questions tabs or learning steps/activities Test Questions tabs. Questions should be linked based on the information tested. The following fields display:

Question ID
Step
Estimated Time
Estimated Difficulty
Type
Question Text - (Edit) This opens a RTF Edit window for the entry and editing of the question.
Answer Text - (Edit) This opens a RTF Edit window for the entry and editing of the answer.

Back to Main Tabs ←

Returns the user to the Lesson (TLO) tab folder.

Remarks

This block text field allows user entry and editing of notes about the development or revision of this lesson.

Category Items

This link tab allows linking of lesson plans to user-defined category items. Fields displayed are:

Category
Category Item
Category Item Name

Glossary

This link tab allows linking/unlinking of glossary terms at the lesson plan (TLO) level. It also displays any links made to any ELO Glossary tabs and learning steps/activities Glossary tabs. Information displays in the abbreviations section of the Software User's Manual (SUM) Report. The following fields are displayed:

Term
ELO/TLO (Step)
Definition

Index

This insert links tab allows the user to enter words or phrases to create an index to link to embedded software. It also displays any inserts made on any ELO Index tabs and any learning step/activity Index tabs. Information entered displays in the Index sections of the Software User's Manual (SUM) Report. This tab is used by embedded software users only. The following fields are displayed:

Index Word(s)/Phrases,
ELO/TLO (Step)

Change History

This display tab allows the user to view the change history for the current record. The following fields display:

Change Date/Time
Changed by
User Name
Change Reason
Commercial Phone #
DSN
e-Mail Address

***   Fields used by the Program of Instruction (POI) Report***

Lesson Plan Approval - opens the Lesson Plan Approval grid where designated personnel enter approval dates.

During lesson plan development, approval personnel are linked to the lesson plan on the Administrative Data/Approvals tab.

Only those lesson plans for which the current ASAT User ID is listed as an approver are displayed on the grid. The Approval Date is the only field that can be entered or edited on the grid. The following fields display on the grid:

Lesson Id
Version
Seq
Approval Date
Changed by
School Name
Lesson Title

Create/Edit Training Support Packages (TSP) - opens the TSP Tab Folder

TSP Data

This detail tab allows entry, editing, or selection of the following fields:

TSP Id
TSP Title
Status
School
Comment to Organization
POC
Effective Date
Restrict Read

Description

This block tab allows entry of a description/summary of the TSP. It does not display in the TSP report. It appears after the Table of Figures in the Software User's Manual (SUM) Report.

Users

This block text field allows entry and editing of a statement identifying any organization that will use this TSP in their course material.

Supersedes

This block text field allows entry and editing of a statement identifying the TSP(s) that this TSP replaces.

Lessons

This link tab allows the linking of the lessons, which are included in this TSP. The following fields are displayed:

Lesson ID
Version
Title
Sequence
Transition - (Edit) This opens a RTF Edit window for the entry and editing of the Transition statement required from the selected Lesson to the next Lesson.

Note: Selecting Data/Related Data opens the Lesson tab folder for the current or selected lesson so that it can be reviewed.

Category Items

This link tab allows linking of a TSP to user-defined category items. The following fields display:

Category
Category Item
Category Item Name

Remarks

This block text field allows entry and editing of notes about the development or revision of this TSP.

Change History

This display tab allows the user to view the change history for the current record. The following fields display:

Change Date/Time
Changed by
User Name
Change Reason
Commercial Phone #
DSN
e-Mail Address

Automated Systems
asat
Approach to Training

User's Manual

for

System Administration

of

Automated Systems
Approach to Training Version 4.43
(ASAT)

Produced by:

United States Army Training Information Center
Fort Eustis, VA 23604 - 5166

Table of Contents

System Administration is used to set the security of ASAT users. User security is maintained through the use of user groups. User groups define what a user may access, change, update, save, delete, etc. Each ASAT user belongs to one or more user groups, and therefore that user's security mimics the security set in his/her user groups. Sample user groups have been distributed with ASAT, which can be modified, and new user groups can also be created, as needed. The system administration options on the Power Panel are shown below and discussed in the following paragraphs.

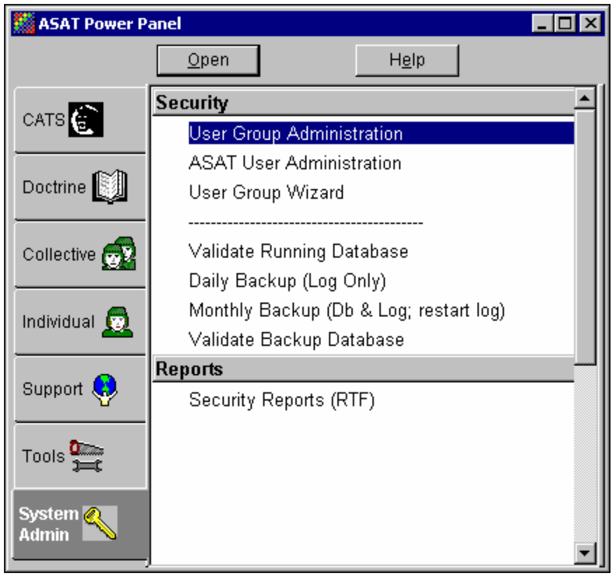


Figure G-1: Power Panel - System Admin Module

G.1 User Group Administration

This Power Panel option provides the capability to maintain groups of users. User groups are a collection of privileges that define the access rights for users assigned to that group. User groups can be copied from existing user groups by selecting the **Data** menu and choosing the **Copy Record** menu option.

User groups can be either end-user or system administrator groups. System administrator groups are allowed access to the **System Administration** Power Panel tab. System administrator group members also bypass all Row-Level and POIMM Security update restrictions. This selection produces the *User Group Maintenance* grid shown on the following window:

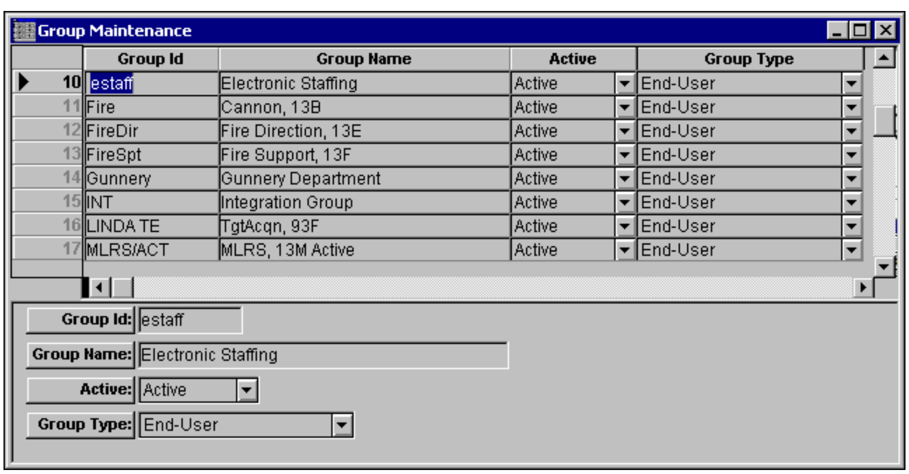


Figure G-2: Group Maintenance Screen

Fields include the ID number, the name, the active/not active status, and the group type (end-user or administrative). Descriptions of the fields are as follows:

Field	Description
Group ID:	Displays the unique identifier of the group. Entry is an eight-character maximum. Entry in this field is mandatory.
Group Name:	Displays the name of the group.
Active:	Select if the user is active (can access the ASAT system) or is inactive (cannot access the ASAT system.) A user group only affects the security rights of its members when it is active.
Group Type:	Displays if the group is an end user or system administrator. The end user has limited system privileges, the system administrator has unlimited system privileges.

- **Creating a new user:** At the *User Group Maintenance* grid, select **Insert Record** from either the toolbar, or choose the **Data** menu and then select **Insert Record**. A blank record will be inserted on the grid. Now populate the needed grid data such as Group ID, Group Name, etc.
- **Editing user information:** At the *User Maintenance* grid, click on the user row to edit. Click the **Edit** toolbar button or select the **Data** menu and then choose **Edit Record**. Information that can be edited appears on a white background.
- **Deleting a user:** At the *User Group Maintenance* grid, click on the user group row to delete. Click the **Delete** toolbar button or select the **Data** menu and then choose **Delete Record** from the menu. A confirmation prompt will first appear to verify the deletion. Click **OK** to delete the user from the system or click **No** if you do not want to delete the user.

When entry or modifications are complete, click the **File** menu and select **Save** or choose the **Save** toolbar button (picture). After all this data has been entered, you will need to populate the **Related Data** tab folder for your new user group. Double-click on the number of your new user group to bring up the ASAT **User Group** data tab folder or click the **Related Data** tab folder button from the toolbar.

G.1.1 User Group Tab Folder

Double-clicking on a user group's ID (or clicking the **Related Data** tab folder toolbar button) will bring up its **Related Data** tab folder, where you can edit the user group's attributes. The data tab folder, shown in the following example, contains the critical information about the user group.

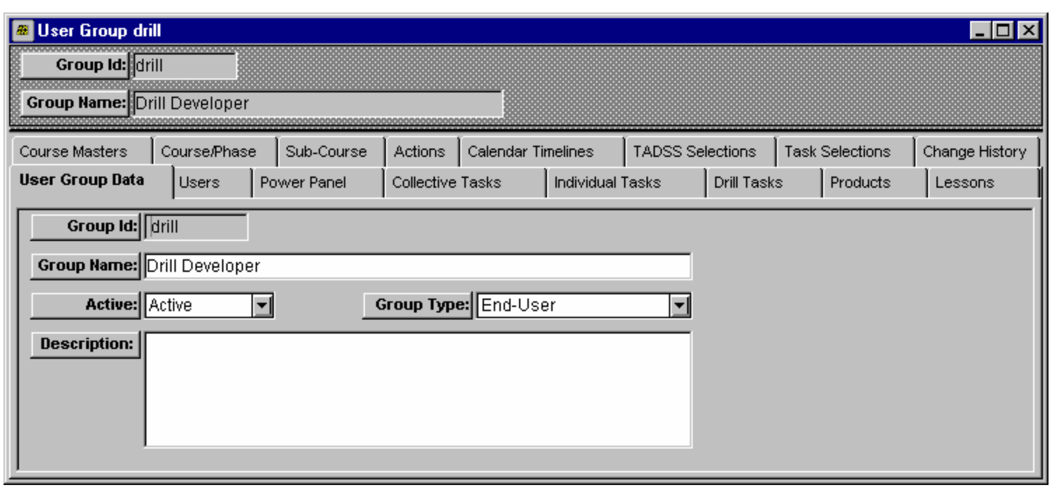


Figure G-3: User Group Tab Folders

Descriptions of the **User Group** tabs are as follows:

Tab	Description
User Group Data Tab:	Critical Data of the selected user group.
Users Tab:	Users that belong to the selected user group.
Power Panel Tab:	Sets allowances for what may be selected from the Power Panel for members of this user group. Also allows the system administrator to set add/modify/delete access for the database tables.
Collective Tasks Tab:	Shows Collective Tasks linked to the selected user group.
Individual Tasks Tab:	Shows Individual Tasks linked to the selected user group.
Drill Tasks Tab:	Shows Drill Tasks linked to the selected user group.
Products Tab:	Shows Products linked to the selected user group.
Lessons Tab:	Shows Lessons linked to the selected user group.
Course Masters	Shows Course Masters linked to the selected user group.
Course/Phase	Shows Course/Phases linked to the selected user group.
Sub-Course	Shows Sub-Courses linked to the selected user group.
Actions Tab	Shows Actions linked to the selected user group.
Calendar Timelines Tab:	Shows Calendars assigned to the selected user group.
TADSS Selections Tab:	Shows TADSS selections assigned to the selected user group.
Task Selections Tab:	Shows Task selections assigned to the selected user group.
Change History Tab:	Shows the Change History for the selected user group.

Note: *If you are unfamiliar with using the ASAT tabs, refer to section 9.4 of the ASAT User's Manual for complete details.*

Specifically, a user group defines for its members:

- The user ID/Password Security.
- The modules that will be accessible from the Power Panel.
- The update rights for various database tables: add, modify, and delete.
- The Collective, Individual, Drill Tasks, Products, Lessons, and Actions that are assigned to this user group.
- POIMM security.
- If members should be considered system administrators.

Note: *Users who are members of a system administration user group automatically bypass Add, Delete, Modify, Links, and Row-Level security checks. Only system administrator user groups will allow users to access Power Panel options off of the* ***System Administration*** *tab.*

- **User ID/Password Access:** Each member of a user group must have a user ID and password to access the system. Users and system administrators have the ability to change passwords via the **Tools** module, **Change Password** option. System Administrators may set passwords by selecting the ASAT **User Administration** option at the **System Administrator** module, and then by choosing the **Password/Set Password** menu function.

  Note: *Refer to Chapter 8 for password details and entry requirements for the* ***Tools*** *module,* ***Change Password*** *function. For details and entry requirements for the* ***System Administrator, Set Password*** *function, refer to the* ***User ID/Password Security*** *section under the* ***ASAT User Administration*** *described later in this Appendix.*

- **Power Panel Access:** The **User Groups Administration** function provides access to certain windows for a group of users. Since some windows provide the capability to update the database, a system administrator must be able to control database access. Via the Power Panel tab folder, a system administrator can grant add, modify, delete, and links only privileges to users. Turning off add, modify, and delete will provide the users with read-only access. Users with read-only access can be given the ability to make links via the Links Only privilege. The system will enable/disable menu options based on the user's access rights.

Note: *Modify access is required to be able to use the Outline Editor and to make links to related data.* ***Links Only*** *will enable a read-only user to make links without modifying the data.*

- **Row Level Access:** System administrators can define which Collective Tasks, Individual Tasks, Drill Tasks, Products, Lessons, and Actions members of a user group can modify by linking/unlinking them from the selected data tab folder. For example you might want to limit updates to 11B Individual Tasks to users who are members of the 11B department. Other users will not be allowed to update the tasks. Several groups can share ownership of a specific record. If a user adds new records, the new records will be associated with the user groups that have the user as a member. Other users, who belong to the same user groups, will be able to edit the new records. This simplifies day-to-day administration of the row-level security features.
- **POIMM Access:** System administrators can control the POIMM access of users by linking POIMM access options to a user group. Refer to the POIMM documentation for information on POIMM access.
- **User Group Access:** Each user can be assigned to one or more user groups. A user group is a collection of access privileges that define the access rights for members of the user group. For example, a user group might specify that a certain user can access the Individual Task Maintenance windows and have the ability to add new individual tasks.

Note: *Assigning users to user groups can be done both under the* ***ASAT User Administration*** *menu option on the Power Panel (at the user groups* ***Related Data*** *tab folder) or under the* ***User Group*** *menu option on the Power Panel (at the Power Panel* ***Related Data*** *tab folder.)*

Note: *A user can be assigned to more than one user group. If a user belongs to more than one user group, the user's access rights will be the sum of the user groups that have the user as a member.*

G.2 ASAT User Administration

This selection from the Power Panel produces the *User Maintenance* grid shown on the following window:

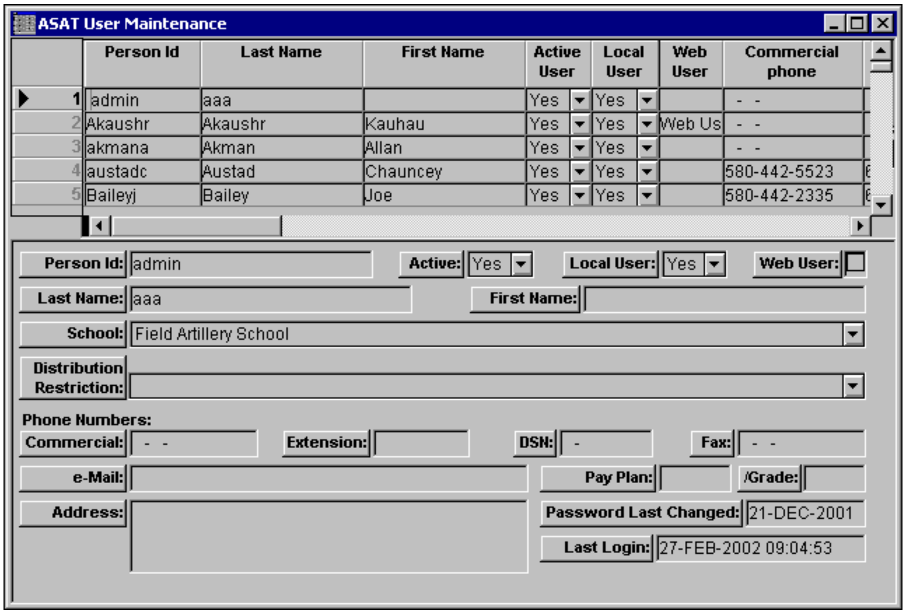


Figure G-4: User Administration Maintenance Screen

This option allows an administrator to maintain ASAT Users. New users can be copied from existing users via the **Data\Copy Record** menu option. Users can be added to existing user groups via the **User Maintenance** data tab folder (described under the **User Administration** tab folder paragraph in this section.) The fields displayed on this screen are as follows:

Field	Description
Person ID:	Displays the Personnel Identification of the user. Double-click in the field to view details.
Last Name:	Displays the last name of the person.
First Name:	Displays the first name of the person.
Web User:	Currently Disabled.
Active:	Indicates if the user is active (can access the system) or inactive (cannot access the system.)
Local User:	Indicates (*Yes*/*No*) if the user has a valid user account. To have a valid user account the following criteria must be met: 1) User must be active 2) User must be a member of at least one “active” user group.
School:	The school/agency associated with the user.
Web User:	Displays *Yes* or *No* if the person is a Web site user.
Commercial. Phone:	Displays the commercial phone number.
DSN Phone:	Displays the DSN phone number.
Phone Extension:	Displays the commercial phone number extension if applicable.
Fax Phone:	Displays the fax number.
E-mail Address:	Displays the E-mail address.
Pay Plan:	Displays the abbreviation of the pay grade (optional).
Pay Grade:	Displays the pay grade according to the pay plan (optional).
Distribution Restriction:	Select from the drop-down list box the distribution restriction granted to the user.
Address:	Enter the local address.
Password Last Changed:	This field displays the date that the selected user’s password was last changed.
Last Login:	This is an automatically generated date field that displays the date when a user account was last logged into.

- **Creating a new user:** At the *User Maintenance* grid, choose **Insert Record** from either the toolbar, or from the **Data** menu, **Insert Record** option. A blank record will be inserted. Now populate the needed grid data such as Person ID, Last Name, etc.

  Note: *If "No" is selected at the active field, the user becomes inactive. An inactive user cannot log into the database via ASAT. Inactive users will receive a message stating that their access has been disabled.*

  After all this data has been entered, you will need to populate the **Related Data** tab folder for your new user. Double-click on the number of your new user to bring up the ASAT user data tab folder or click the **Related Data** tab folder button from the toolbar. This tab is used to maintain information about a specific user. Enter the information on the user at the **ASAT User** tab. The default password granted to all new users is "asat". The password can be changed via the **Password, Set Password** menu option. Next, click on the **User Groups** tab to indicate which user groups the user is to be associated. This is done by linking or unlinking the user to a group listed on the screen. The groups to which the user is a member define the user's security privileges. See the **User Administration** tab folder paragraph in this section for details.

  Note: *If you are unfamiliar with using the ASAT tabs, refer to section 9.4 of the ASAT User's Manual for complete details.*

- **Editing user information:** At the *User Maintenance* grid, click on the user row to edit. Click the **Edit** toolbar button  or select the **Data** menu and choose **Edit Record** from the menu. Information that can be edited appears on a white background.

- **Deleting a user:** At the *User Maintenance* grid, click on the user row to delete. Click the **Delete** toolbar button  or select the **Data** menu and then choose **Delete Record** from the menu. A confirmation prompt will first appear to verify the deletion. Click **OK** to delete the user from the system or click **No** if you do not want to delete the user.

- **User ID/Password Security:** Each user must have a user ID and password to access the system. Users and system administrators have the ability to change passwords. The previous password does not have to be available to change a user's password. At the *User Maintenance* grid, click on the **Password** menu option and then choose **Set Password**. Enter the new password in the dialog box that appears and click **OK** to process the change or click **Cancel** to exit without making a change.

  Important Note: *Ensure that a letter is entered first and that the password contains at least eight characters, two of which must be numeric.*

Each user must have a password to access the system. An inactive user cannot log into the database via ASAT. Inactive users will receive a message stating that their access has been disabled.

Double-clicking on a user's ID (or clicking the **Related Data** tab folder toolbar button) will bring up its **Related Data** tab folder, where you can edit the user's attributes.

G.2.1 User Administration Tab Folder

The **User Administration** tab folder contains the critical information about the user. Descriptions of the **User Administration** tabs are as follows:

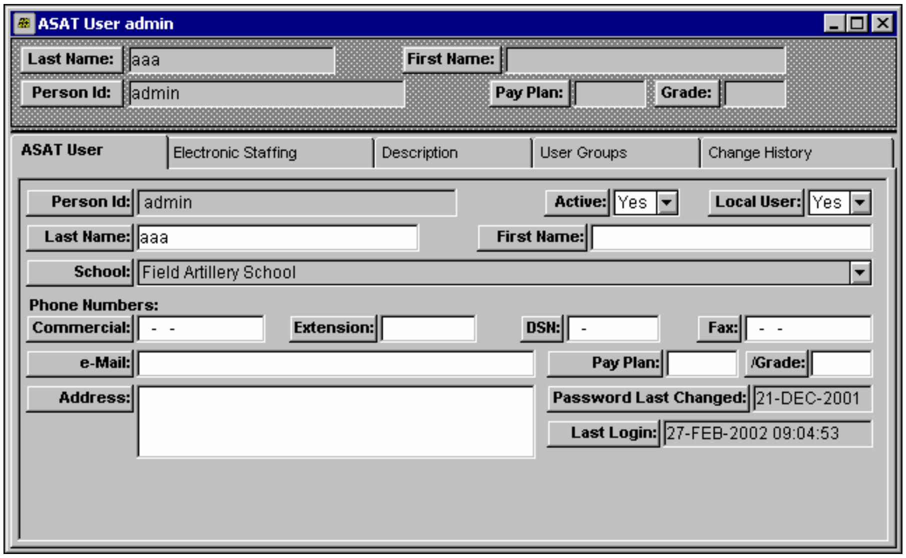


Figure G-5: ASAT User Administration Tab Folder

G.2.2 ASAT User Tab

This tab, shown in the previous screen, is used to maintain information about a specific user. An inactive user cannot log into the database via ASAT. Inactive users will receive a message stating that their access has been disabled.

Refer back to the ASAT *User Administration Maintenance* grid for field definitions to assist in data entry.

G.2.3 Electronic Staffing Tab

The **Electronic Staffing** tab is used to view and maintain users of the Electronic Staffing for Doctrine Web site.

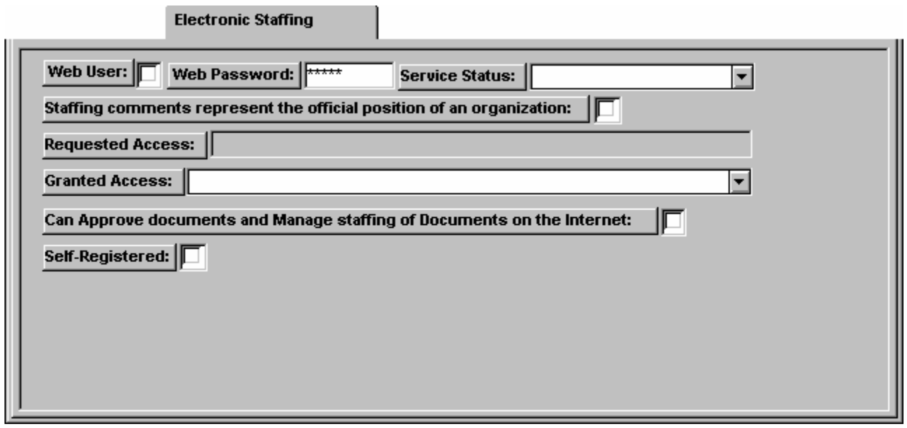


Figure G-6: Electronic Staffing Tab

Field Definitions/Entry Procedures:

Field	Description
Web User:	Indicates that the user has access to the electronic staffing web site.
Web Password:	Enter assigned password if user is electronically registered.
Service Status:	Select the service status of the user. Specific options are provided for *Military*, *Civilian*, *Reserve*, or *Retired*.
Staffing Comments•••	Select if the user is stating their work is official.
Requested Access:	Displays what distribution restriction the user has requested for a certain level of information on a product (e.g., US Govt. only, US Govt and Contractors, US Govt and Foreign Allies, etc.) The user makes the request when he/she registers on the electronic staffing site (view only field.)
Granted Access:	Select from the drop-down list box the distribution restriction granted to the user.
Can Approve•••	Check the box if a Doctrine Module user is allowed controlled publishing of draft field manuals on the electronic staffing site.
Self-Registered:	Indicates that the user has created his or her own account via the web site.

The ability to staff a document requires the following access:

1. User has Admin staffing checked. (The **Can Approve Documents and Manage Staffing of Documents on the Internet** check-box is selected on this window.)
2. User has access to Doctrine Module (linked via the Power Panel Doctrine Development option.)
3. User has **Modify** access on the Doctrine Module.
4. User is linked via Row Level security to the product that they want to staff.

G.2.4 Description Tab

The description tab is a block data tab used to enter comments on the user account.

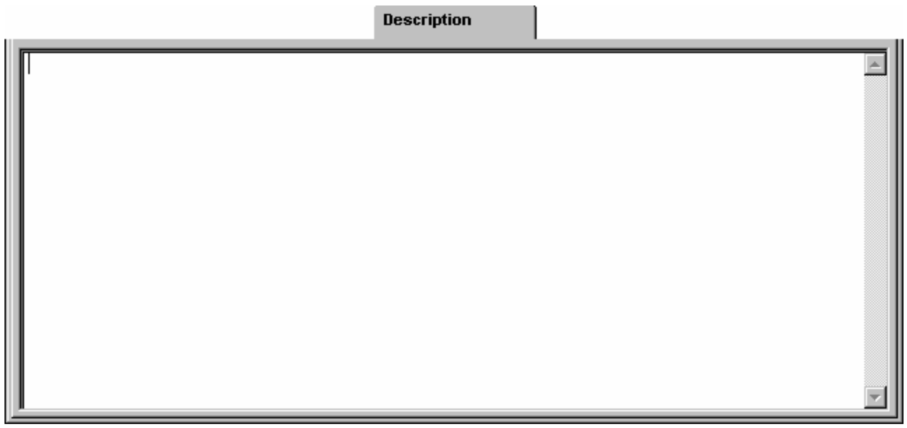


Figure G-7: Description Tab

G.2.5 User Groups Tab

This tab is used to indicate which user groups are associated with the user being edited. The groups that the user is a member of define the current user's security privileges. This is a picklist type window. Refer to section 9.4 for details on using this type of tab.

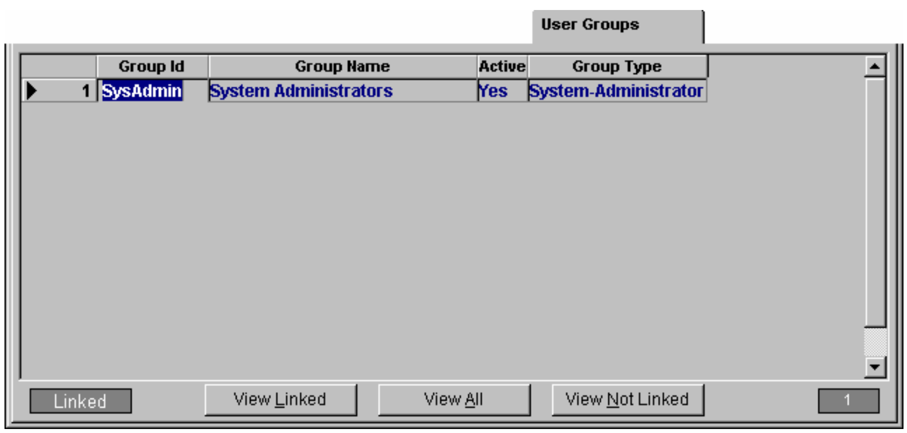


Figure G-8: User Groups Tab

Note: *Click the* ***Related Data*** *toolbar button to view the* ***User Groups*** *tab folder associated with the data on this screen.*

G.3 User Group Wizard

This selection from the Power Panel produces the following **User Group Wizard** screen:

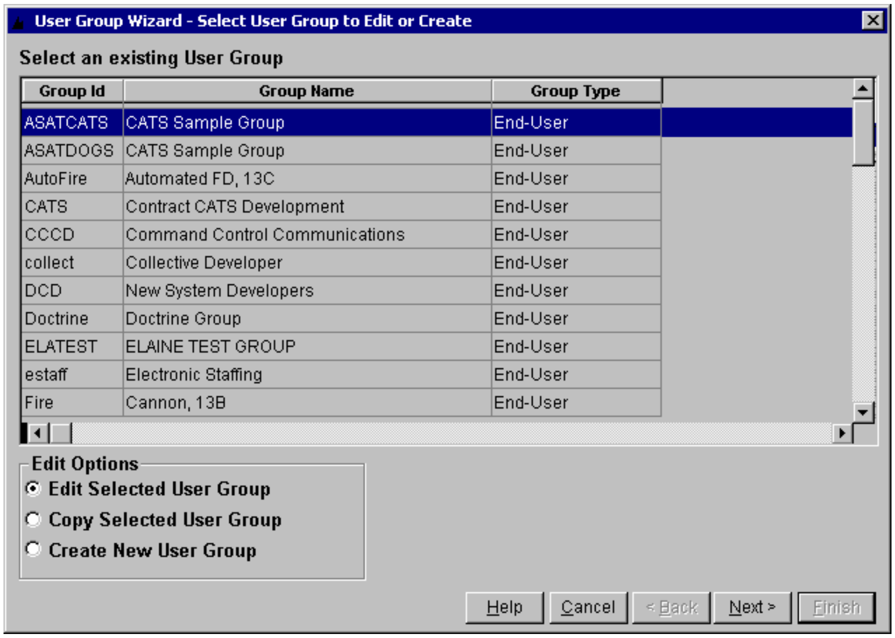


Figure G-9: Select User Group to Create or Edit Window

The **User Group Wizard** is a device designed to make building and maintaining user groups and their securities a much simpler task. From the first wizard screen, you have a choice of all of the user groups, and also a choice of **Copy**, **Create**, and **Edit**. **Copy** will allow you to clone an existing User Group for your purposes. **Edit** will allow you to alter an already existing User Group. **Create** will allow you to make a new User Group from scratch. After having selected the correct option and User Group if applicable, click the **Next** button. Each wizard screen is further defined in this section. For general information on using the ASAT Wizards, see Chapter 9, *ASAT In-depth Features*.

- **Edit User Group with the User Group Wizard:** Each screen in the **User Group Wizard Edit** mode displays certain slices of information pertaining to the selected user group. You may make any needed changes by editing the displayed data. After you have made your changes click the **Next** button and continue on through all the options available. When you are ready and have edited or viewed all options, click on the **Finish** button to exit the **User Group Wizard**. The wizard screens are displayed under the **Create User Group** paragraph in this section.

- **Copy User Group with the User Group Wizard:** After choosing the User Group to be copied and selecting the copy option, a data screen will be displayed containing the data from the User Group to be copied. You must minimally change the Group ID so as to prevent a conflict of two or more profiles with the same Group ID. After this screen, the wizard will prompt you for linked data and other critical data needed to complete the new copy of the user group. The wizard screens are displayed under the Create User Group paragraph in this section.

G.3.1 Create User Group with the User Group Wizard

After choosing the **Create** function, you will be prompted and led through the process for creating a new user group. The first window will be a screen asking for critical identification information such as **Group ID** and **Group Name** as shown in the following example:

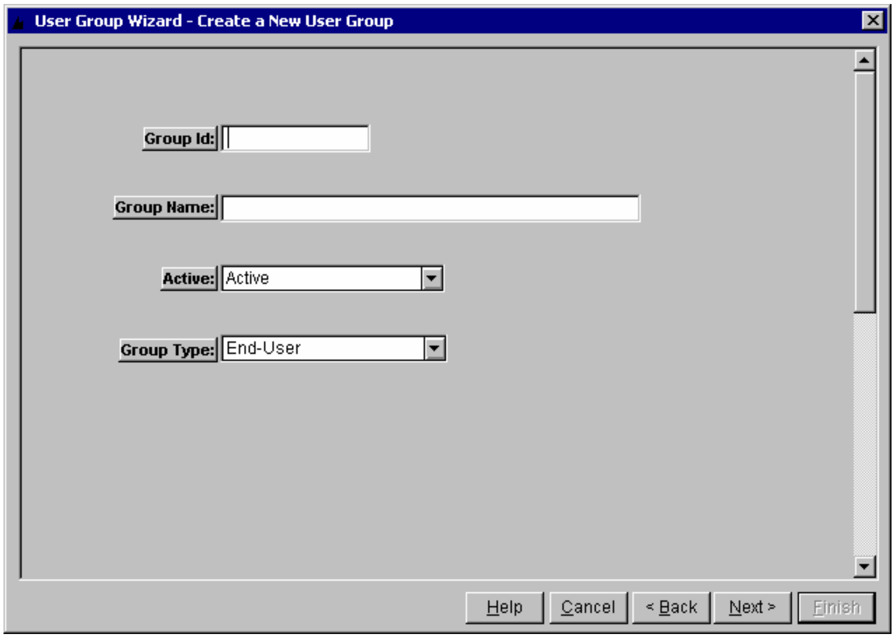


Figure G-10: Create User Group Window

After this screen, you will see a series of screens that are used to define the permissions and limitations of the user group. Click on **Next** every time you are finished with the current screen, and click on **Finish** when you are completed with the user group profile.

G.3.2 Link Users with the User Group Wizard

This window is used to link ASAT Users to the user group being edited. Users will gain all of the security rights associated with the user group to which they are linked.

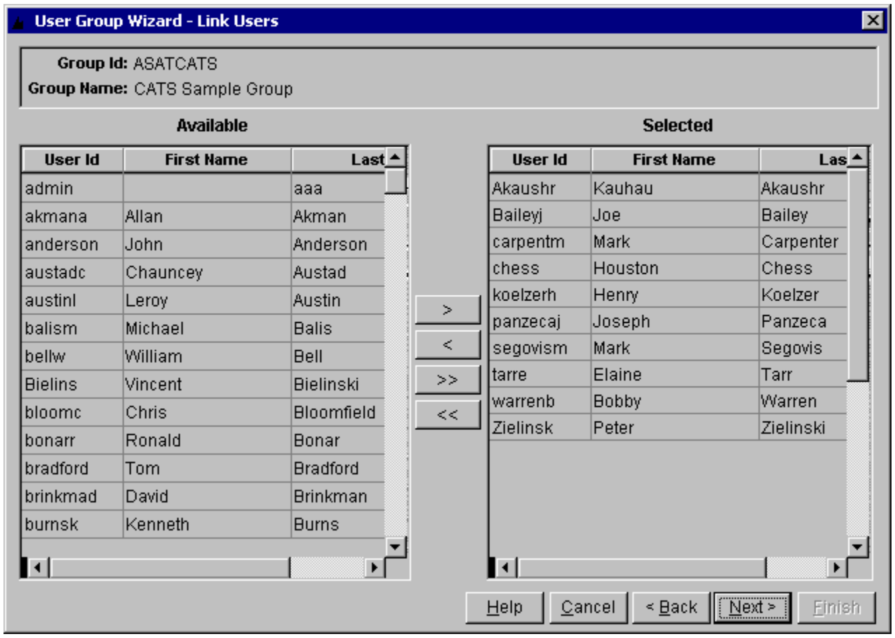


Figure G-11: Link Users Window

G.3.3 Link Power Panel Windows with the User Group Wizard

This window is used to specify which Power Panel menu options are available to members of this user group. Systems administrators can grant add, modify, delete, and link only privileges to user groups by clicking in the applicable check-boxes.

> ***Note:*** *The link only feature allows users to link to other data in ASAT. Turning off add, modify, and delete will provide the users with read only access; however, they can be given the ability to make links. Only system administrator user groups will allow users to access Power Panel options off of the* ***System Administration*** *tab.*

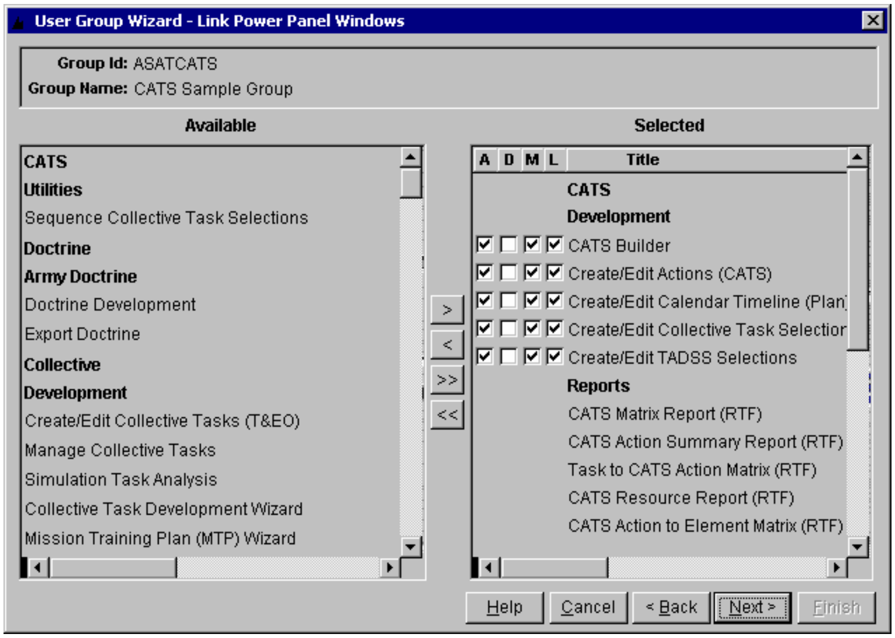


Figure G-12: Link Power Panel Window

G.3.4 Link Collective Task with the User Group Wizard

This window is used to specify which Collective Tasks are assigned to members of this user group. Users are only allowed to edit tasks that are linked to their user group(s).

> ***Note:*** *A filter screen first appears to allow you to select the* ***Collective Tasks*** *that will populate this wizard screen.*

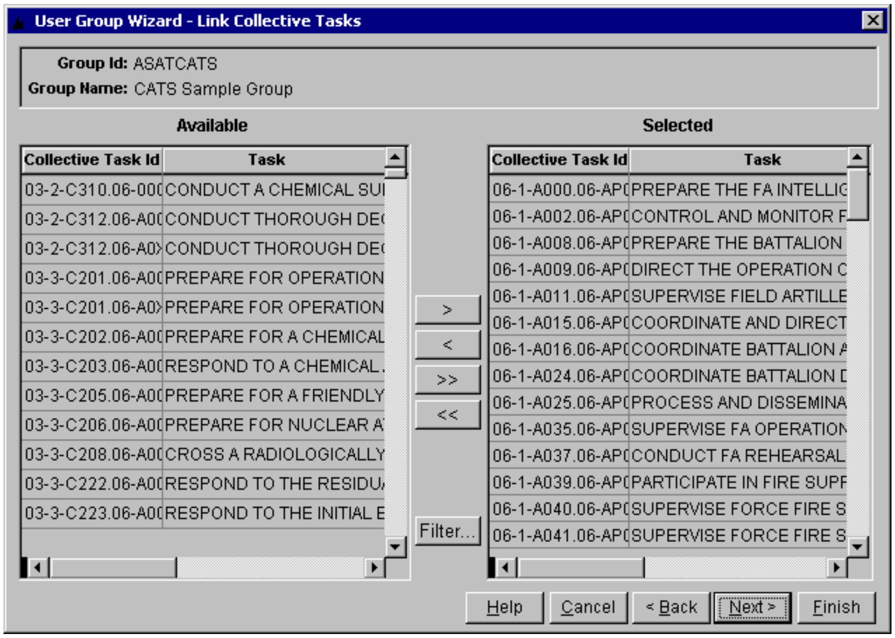


Figure G-13: Link Collective Tasks Window

G.3.5 Link Drill Task with the User Group Wizard

This window is used to specify which Drill Tasks are assigned to members of this user group. Users are only allowed to edit tasks that are linked to their user group(s).

> ***Note:*** *A filter screen first appears to allow you to select the* ***Drill Tasks*** *that will populate this wizard screen.*

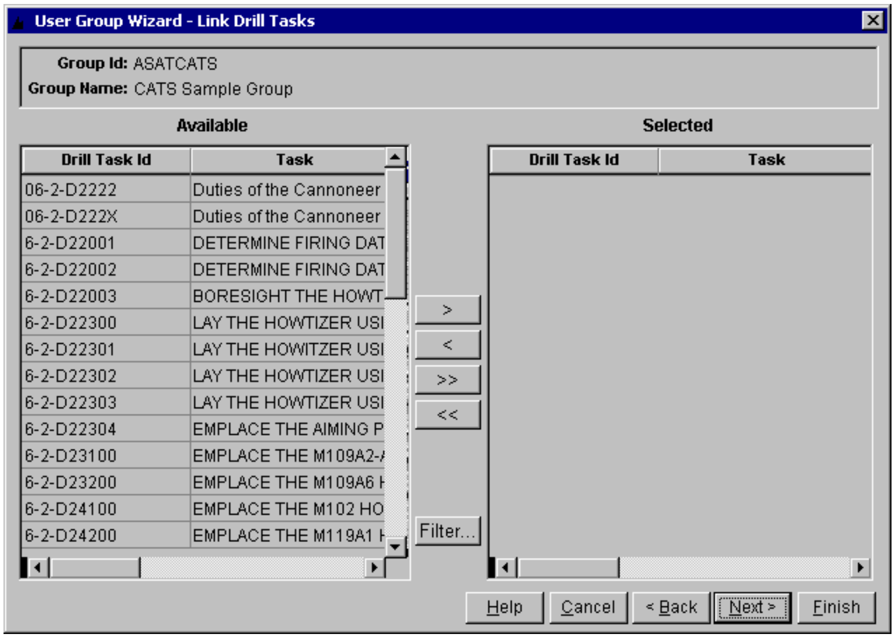


Figure G-14: Link Drill Tasks Window

G.3.6 Link Individual Task with the User Group Wizard

This window is used to specify which Individual Tasks are assigned to members of this user group. Users are only allowed to edit tasks that are linked to their user group(s).

> ***Note:*** *A filter screen first appears to allow you to select the* ***Individual Tasks*** *that will populate this wizard screen.*

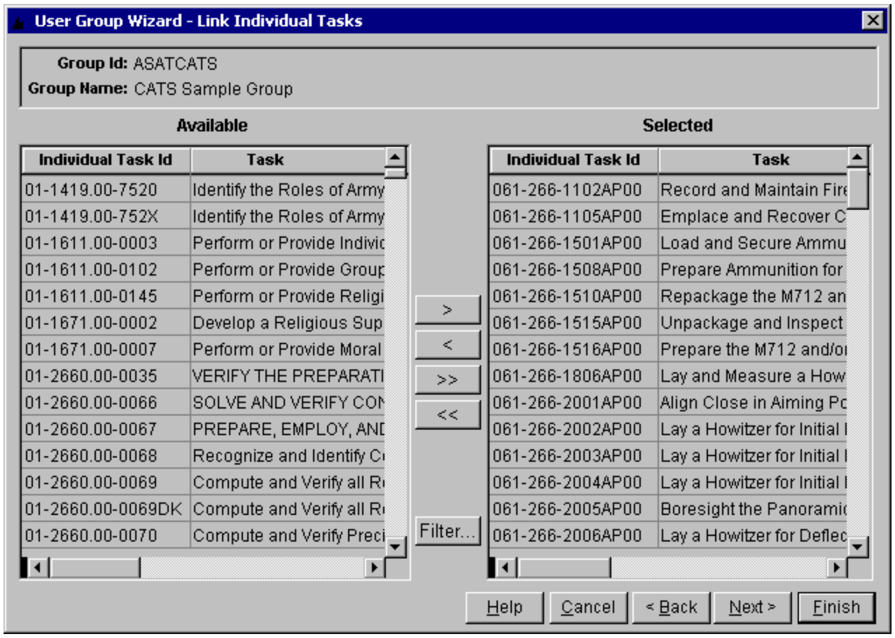


Figure G-15: Link Individual Tasks Window

G.3.7 Link Products with the User Group Wizard

This window is used to specify which Products are assigned to members of this user group. Users are only allowed to edit products that are linked to their user group(s).

> ***Note:*** *A filter screen first appears to allow you to select the* ***Products*** *that will populate this wizard screen.*

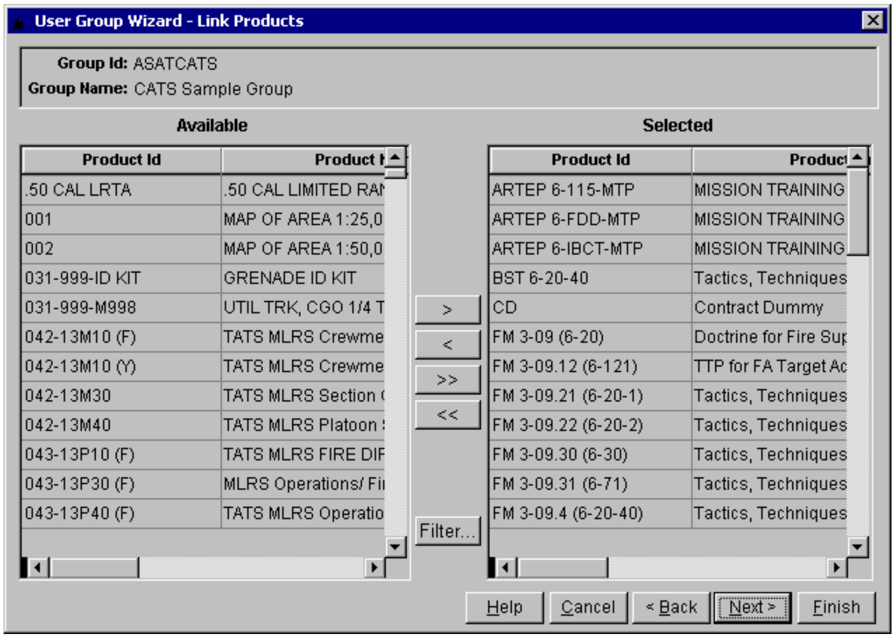


Figure G-16: Link Products Window

G.3.8 Link Lessons with the User Group Wizard

This window is used to specify which lessons are assigned to members of this user group. Users are only allowed to edit lessons that are linked to their user group(s).

Note: *A filter screen first appears to allow you to select the* ***Lessons*** *that will populate this wizard screen.*

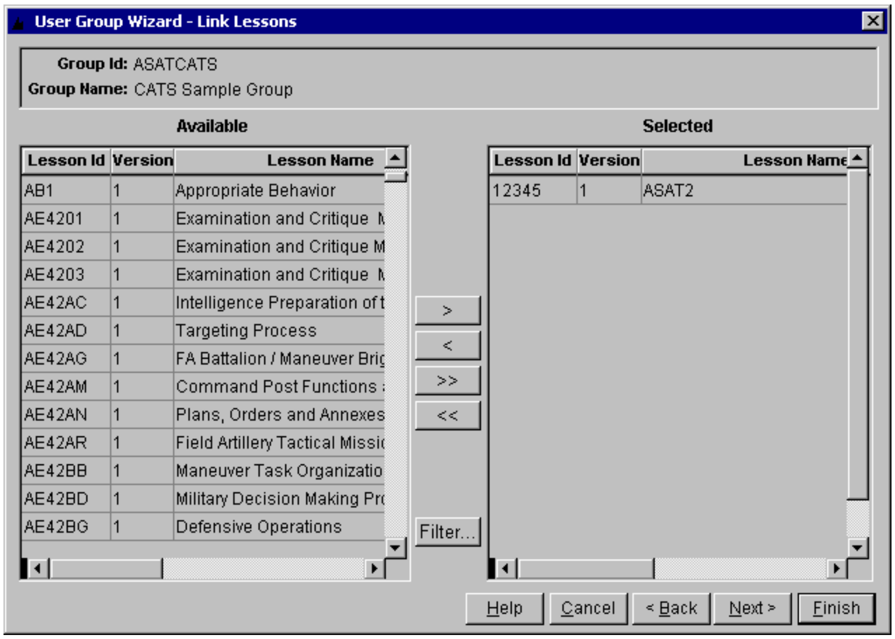


Figure G-17: Link Lessons Window

G.3.9 Link Actions with the User Group Wizard

This window is used to specify which actions are assigned to members of this user group. Users are only allowed to edit actions that are linked to their user group(s).

> ***Note:*** *A filter screen first appears to allow you to select the* ***Actions*** *that will populate this wizard screen.*

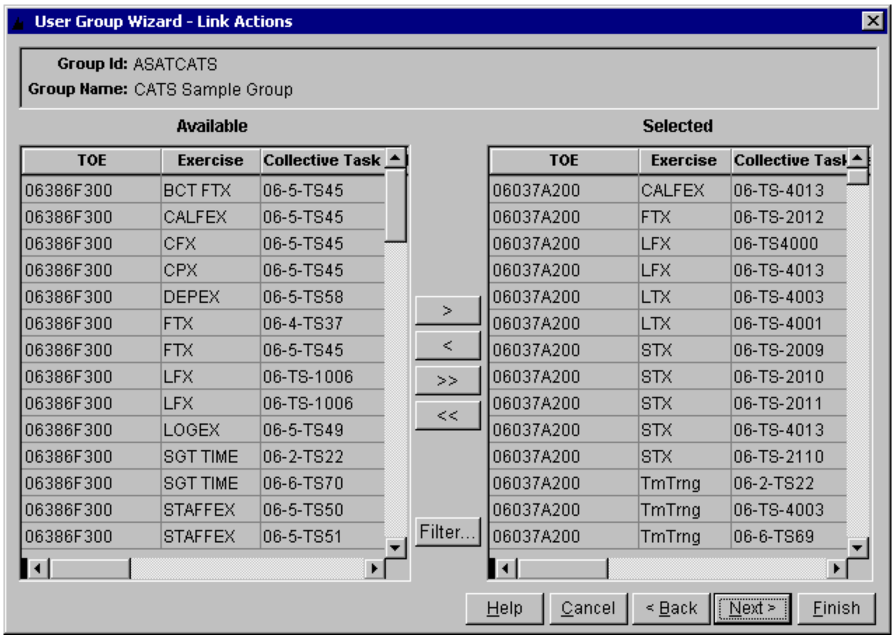


Figure G-18: Link Actions Window

G.3.10 Link Plans with the User Group Wizard

This window is used to specify which plans are assigned to members of this user group. Users are only allowed to edit plans that are linked to their user group(s).

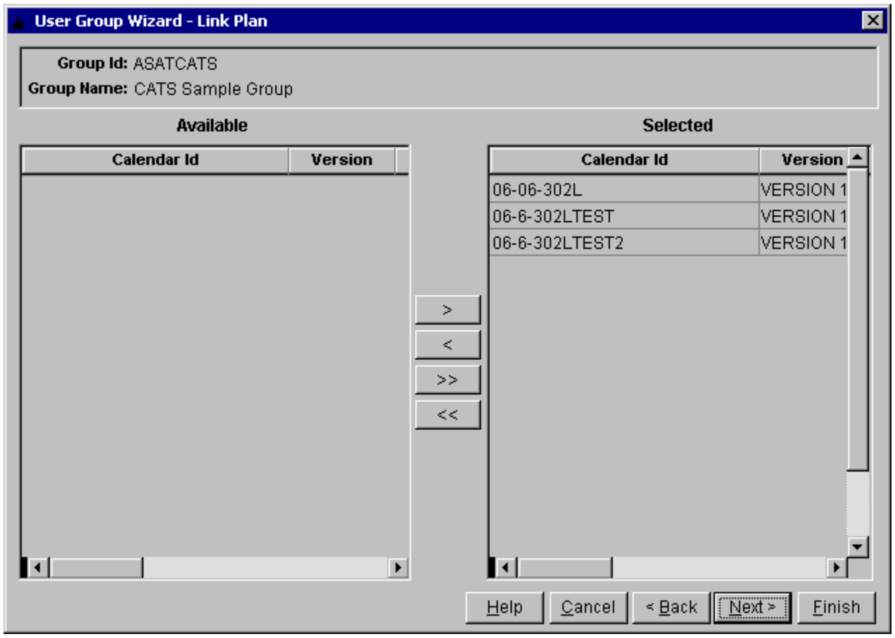


Figure G-19: Link Plans Window

G.3.11 Link Task Selections with the User Group Wizard

This window is used to specify which task selections are assigned to members of this user group. Users are only allowed to edit task selections that are linked to their user group(s).

> ***Note:*** *A filter screen first appears to allow you to select the* ***Task Selections*** *that will populate this wizard screen.*

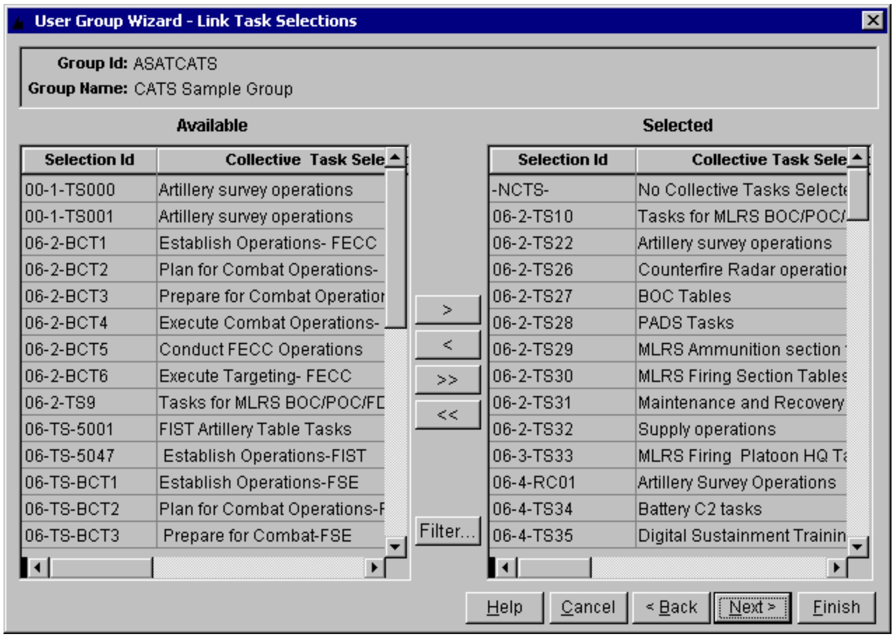


Figure G-20: Link Task Selections Window

G.3.12 Link TADSS Selections with the User Group Wizard

This window is used to specify which TADSS selections are assigned to members of this user group. Users are only allowed to edit TADSS selections that are linked to their user group(s).

> ***Note**: A filter screen first appears to allow you to select the **TADSS Selections** that will populate this wizard screen.*

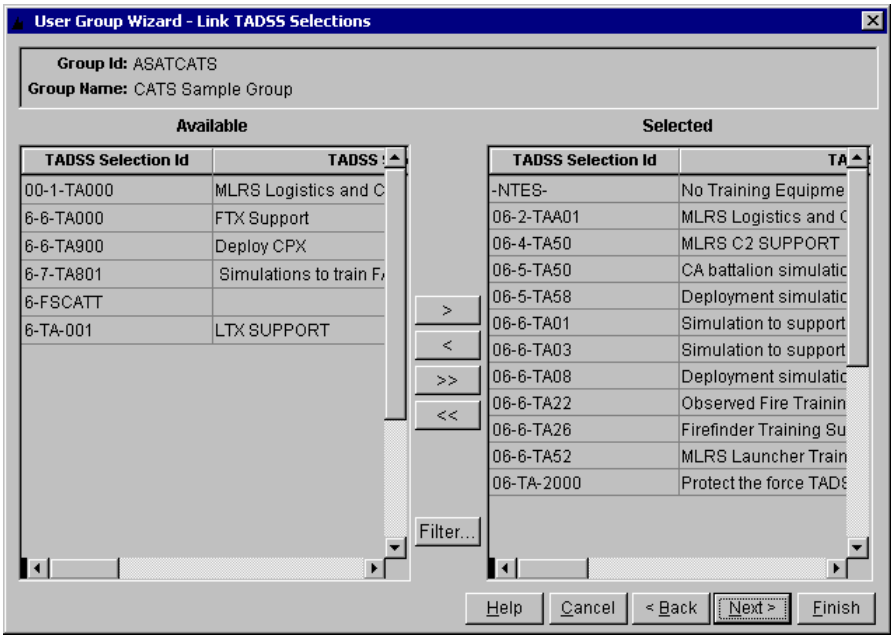


Figure G-21: Link TADSS Selections Window

G.3.13 Link POIMM Menu Options with the User Group Wizard

This window is used to specify the POIMM privileges assigned to members of the user group. Users are only allowed security options that are linked to their user group(s). This is the last user wizard screen. Click the **Finish** button to save the entries and to exit to the Power Panel.

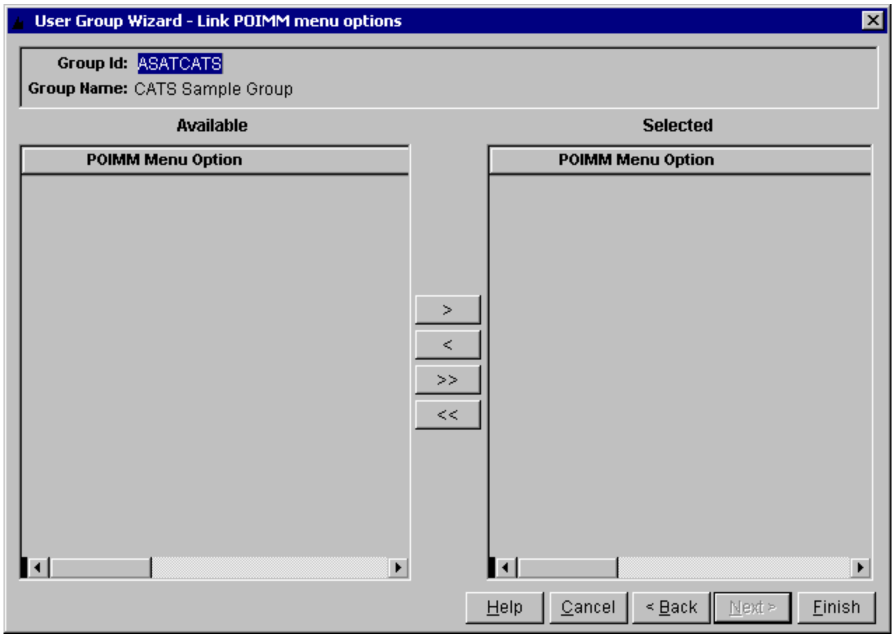


Figure G-22: Link POIMM Menu Options Window

G.4 Validate Running Database

The **Validate Running Database** option on the **System Admin** - Power Panel allows the system administrator to run the *dbValidate* utility from within ASAT. *DbValidate* scans through the entire database and ensures that the internal structure of the database is valid. Only the system administrator can run this option.

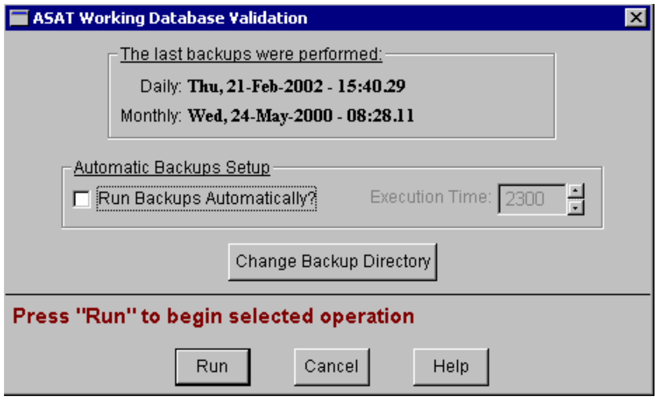


Figure G-23: ASAT Backup Database Validation Window

This window displays the last backups performed, allows you to select the location of the backup directory when the **Change Backup Directory** button is pressed, and allows you to select to run backups automatically. Click on the **Run Backups Automatically?** check-box and select an execution time to run automatic backups.

Click the **Run** button to begin the selected operation or click the **Cancel** button to exit the process.

The normal utilization of this utility, in conjunction with the three other validate/backup utilities listed on the **System Admin**-Power Panel, is as follows:

1. On the first of the month, after or before everyone shows up, run the **Validate Running Database** option. Ensure no errors are reported. Call the ASAT Support team if errors occur.
2. Next, run the **Monthly Backup** option (see Monthly Backup in this section for details.)
3. Immediately thereafter, run the **Validate Backup Database** option (see Validate Backup Database in this section for details.) Ensure no errors are reported. Call the ASAT Support team if errors occur.
4. Every day thereafter, at roughly the same time of day, run the **Daily Backup** option (see Daily Backup in this section for details.)

If at anytime during the month, something were to happen to the database, the backup could be restored, and the last good log backup could be applied to restore each daily work session since the beginning of the month.

G.5 Daily Backup (Log Only)

The **Daily Backup (Log Only)** option on the **System Admin** - Power Panel allows the system administrator to run daily backups from within ASAT. The daily backup performs a backup on the database log only, creating a file with a name like “YYYYMMDD##.LOG”, where “YYYYMMDD” is the year, month, and day of when the backup was created; and “##” is the number of the backup on that day. Only the system administrator should run the **Daily Backup** function.

This window (shown previously under **Validate Running Database**) displays the last backups performed, allows you to select the location of the backup directory when the **Change Backup Directory** button is pressed, and allows you to select to run backups automatically. Click on the **Run Backups Automatically?** check-box and select an execution time to run automatic backups.

If the destination of the backups is not known, a window will prompt the system administrator to identify where backups are to be stored. It is recommended that backups be stored on a server or workstation that is automatically backed up every day. If at anytime during the month, something were to happen to the database, the backup could be restored, and the last good log backup could be applied to restore each daily work session since the beginning of the month.

Click the **Run** button to begin the selected operation or click the **Cancel** button to exit the process.

The normal utilization of this utility in conjunction with the three other validate/backup utilities listed on the **System Admin**-Power Panel is as follows:

1. On the first of the month, after or before everyone shows up, run the **Validate Running Database** option (see Validate Running Database in this section for details.) Ensure no errors are reported. Call the ASAT Support team if errors occur.
2. Next, run the **Monthly Backup** option (see Monthly Backup in this section for details.)
3. Immediately thereafter, run the **Validate Backup Database** option (see Validate Backup Database in this section for details.) Ensure no errors are reported. Call the ASAT Support team if errors occur.
4. Every day thereafter, at roughly the same time of day, run the **Daily Backup** option.

G.6 Monthly Database Backup

The **Monthly Backup (DB and Log, restart log)** option on the **System Admin** - Power Panel allows the system administrator to run monthly backups from within ASAT. The monthly backup performs a backup of the entire database and log, restarting the log. This utility allows the system administrator to minimize the space that backups consume on the host computer. Only the system administrator should run the **Monthly Backup** function.

This window (shown previously under Validate Running Database) displays the last backups performed, allows you to select the location of the backup directory when the **Change Backup Directory** button is pressed, and allows you to select to run backups automatically. Click on the **Run Backups Automatically?** check-box and select an execution time to run automatic backups.

If the destination of the backups is not known, a window will prompt the system administrator to identify where backups are to be stored. It is recommended that backups be stored on a server or workstation that is automatically backed up every day. If at anytime during the month, something were to happen to the database, the backup could be restored, and the last good log backup could be applied to restore each daily work session since the beginning of the month.

Click the **Run** button to begin the selected operation or click the **Cancel** button to exit the process.

The normal utilization of this utility in conjunction with the three other validate/backup utilities listed on the **System Admin**-Power Panel is as follows:

1. On the first of the month, after or before everyone shows up, run the **Validate Running Database** option (see Validate Running Database in this section for details.) Ensure no errors are reported. Call the ASAT Support team if errors occur.
2. Next, run the **Monthly Backup** option.
3. Immediately thereafter, run the **Validate Backup Database** option (see Validate Backup Database in this section for details.) Ensure no errors are reported. Call the ASAT Support team if errors occur.
4. Every day thereafter, at roughly the same time of day, run the **Daily Backup** option (see Daily Backup in this section for details.)

G.7 Validate Backup Database

The **Validate Backup Database** option on the **System Admin** - Power Panel allows the system administrator to run the *dbValidate* utility from within ASAT to validate the backup database. *DbValidate* scans through the entire database and ensures that the internal structure of the database is valid. Only the system administrator can run this option.

This window (shown previously under Validate Running Database) displays the last backups performed, allows you to select the location of the backup directory when the **Change Backup Directory** button is pressed, and allows you to select to run backups automatically. Click on the **Run Backups Automatically?** check-box and select an execution time to run automatic backups.

Click the **Run** button to begin the selected operation or click the **Cancel** button to exit the process.

The normal utilization of this utility in conjunction with the three other validate/backup utilities listed on the **System Admin**-Power Panel is as follows:

1. On the first of the month, after or before everyone shows up, run the **Validate Running Database** option (see Validate Running Database in this section for details.) Ensure no errors are reported. Call the ASAT Support team if errors occur.
2. Next, run the **Monthly Backup** option (see Monthly Backup in this section for details.)
3. Immediately thereafter, run the **Validate Backup Database** option. Ensure no errors are reported. Call the ASAT Support team if errors occur.
4. Every day thereafter, at roughly the same time of day, run the **Daily Backup** option (see Daily Backup in this section for details.)

If at anytime during the month, something were to happen to the database, the backup could be restored, and the last good log backup could be applied to restore each daily work session since the beginning of the month.

G.8 Security RTF Report

The ***Security RTF Report Options*** selection window appears after selecting the **Security RTF Report** option from the **System Administration** module on the ASAT Power Panel. This window allows you to select the print criteria to produce an RTF report for an individual user or for a user group. The report shows the screens the individual user or user group can get to and what their abilities (add, modify, delete, and link) are to update data and rows on those windows.

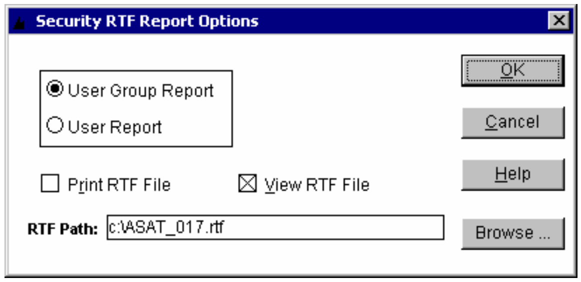


Figure G-24: Security RTF Print Criteria Selection Window

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Print Criteria Selections	Description
Print RTF File	Prints the current report to a designated printer.
View RTF File	Allows you to bring the current report up in Microsoft Word after it is generated.

Once the print criteria are set, the buttons on the right side of the window will execute the choices. The buttons offer the following choices:

Button	Description
OK	Apply the currently selected filter criteria to the next collective task list window.
Cancel	Clears all currently selected check-boxes and returns to the Power Panel.
Help	View on-line help.
Browse	Allows you to choose the directory for the report.

After making the selections and clicking the **OK** button, a window appears allowing selection of an individual user or user group.

G.8.1 Individual User Selection Window

Selecting the **User Report** option from the ***Security RTF Report*** window provides a report of everything regarding the individual user securities. It initially displays a grid screen with your users as shown in the following example:

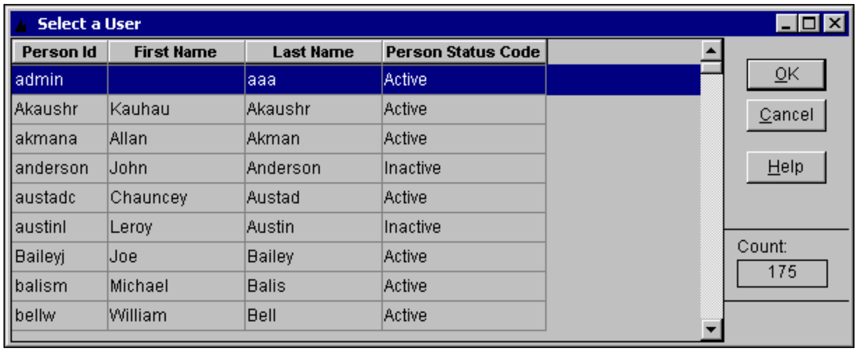

Figure G-25: Select a User Window

Information displayed on this screen for the Individual Users selection is as follows:

Field	Description
Person ID:	Displays the Personnel Identification of the user.
First Name:	Displays the first name of the person.
Last Name:	Displays the last name of the person.
Person Status Code:	Displays the active or inactive status of the user's log in privileges.

After selecting the desired user and clicking on the **OK** button, ASAT generates a report on that particular user and their securities in that report. The report displays the critical data of the user, (Name, Description, etc.), and the securities of that user. The first set of securities displayed is the Power Panel Security. The allowed Power Panel options are displayed in a broken-down fashion, along with the Add/Delete/Modify/Links Only securities and their values, either *Yes* or *No*. Next, the User Report shows Collective Tasks, Individual Tasks, Drill Tasks, Products, Lessons, and Actions that are linked to that user. The last area of the User Report shows the POIMM security settings for this user.

G.8.2 User Group Selection Window

This window allows you to select a user group and generate a report that shows the effective screens the group can get to and what the groups abilities are (add, modify, delete, and link) to update data and rows on those screens.

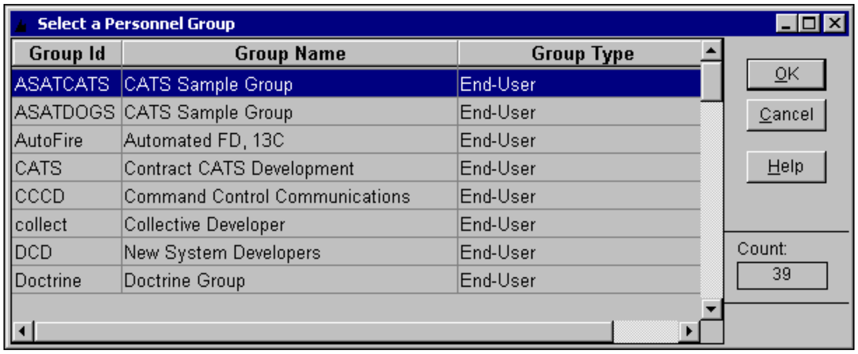

Figure G-26: Select a User Group Window

Information displayed on this screen for the user groups selection is as follows:

Field	Description
Group ID:	Displays the unique identifier for the group.
Group Name:	Displays the name of the group.
Group Type:	Displays either end user or system administrator group type. End users have limited system privileges, system administrators have unlimited system privileges.

After selecting the desired user group and clicking on the **OK** button, ASAT generates a report on that particular user group, and their securities in that report. The report displays the critical data of the user group, (Name, Description, etc.), and the securities of that user group. The first set of securities displayed is the Power Panel Security. The allowed Power Panel options are displayed in a broken down fashion, along with the Add/Delete/Modify/Links Only securities and their values, either *Yes* or *No*. Next, the User Group Report shows Collective Tasks, Individual Tasks, Drill Tasks, Products, Lessons, and Actions that are linked to that user group. The last area of the User Report shows the POIMM security settings for this user.

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